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The A.I.D. Development Information Center Manual

Center for Development Information and Evaluation
Bureau for Program and Policy Coordination
U.S. Agency for International Development
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The Center for Development Information and Evaluation

The Center for Development Information and Evaluation (CDIE) was established within the U.S. Agency for International Development (A.I.D.) in 1983. Two of the primary goals of CDIE are to capture and provide access to A.I.D.'s documented experience in international economic development assistance, and to support the Agency's needs for other information relevant to the social and economic development process.

CDIE, through its Development Information Division, (CDIE/DI), provides information resources and services to A.I.D. personnel, contractors, and host country counterparts, whether in Washington D.C. or in the field. Information services are provided through a variety of channels, including the Research and Reference Services, the A.I.D. Library, the A.I.D. Document and Information Handling Facility, the Economic and Social Data Service, and through the U.S. Department of Agriculture's Technical Inquiry Service. CDIE/DI also works to strengthen the information services in the Agency's overseas Missions, so that information needs can be met locally and quickly whenever possible. This manual was developed as one further means of assisting these Mission information centers.

Any comments on this manual may be addressed to:

Center for Development Information and Evaluation
PPC/CDIE/DI
Room 209, SA-18
Washington, D.C. 20523-1802
USA
Telephone: (703) 875-4904

Other helpful telephone numbers:

CDIE/Development Information: (703) 875-4805
A.I.D. Library Reference Desk: (703) 875-4818

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prepared by
Logical Technical Services Corporation
7222 47th Street
Chevy Chase, Maryland 20815

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Acronyms

A

ABS	Annual Budget Submission
AFR	Bureau for Africa (A.I.D.)
AGRIS	Agricultural Information Service (FAO)
A.I.D.	Agency for International Development
A.I.D./W	Agency for International Development's main office in Washington, D.C.
APO	Army Post Office
ARDA	A.I.D. Research and Development Abstracts

C

CDIE	Center for Development Information and Evaluation
CDSS	Country Development Strategy Statement
CLO	Congressional Liaison Officer or Community Liaison Officer
CP	Congressional Presentation
CY	Calendar Year
C&R	Communications and Records Office

D

DI	Development Information Division of CDIE
DIC	Development Information Center
DIHF	Document and Information Handling Facility
DIS	Development Information System

E

ESDB	Economic and Social Data Bank
ESDS	Economic and Social Data Services
EXO	Executive Office (USAID)

F

FAO	Food and Agricultural Organization (UN)
FPO	Fleet Post Office
FVA	Bureau for Food for Peace and Voluntary Assistance (A.I.D.)
FY	Fiscal Year

G

GPO	Government Printing Office
GSO	Government Services Office

I

ICS	International Communications System
ILL	Inter-library Loan
IQC	Indefinite Quantity Contract
ISO	International Standards Organization

J

JAO	Joint Administrative Organization; Joint Administrative Operation

L

LAC	Bureau for Latin America and the Caribbean (A.I.D.)
LOC	Library of Congress (Overseas Division)

M

M/SER/IRM	Bureau for Management, Directorate for Program and Management Services, Information Resources Management (A.I.D.)
MODEM	Modulation-demodulation device for computer transmission of data

N

NEA	Near Eastern and South Asian Affairs (State)
NGO	Nongovernmental Organization
NTIS	National Technical Information Service

O

OECD	Organization for Economic Development and Cooperation

P

PAAD	Project Assistance Approval Document
PAR	Project Appraisal Report
PC	Personal Computer

PCV	Peace Corps Volunteer
PES	Project Evaluation Summary
PID	Project Identification Document
PIL	Project Implementation Letter
PP	Project Paper
PPC	Bureau for Program and Policy Coordination
PVO	Private Voluntary Organization

R

REDSO	Regional Economic Development Services Office (A.I.D.)
ROCAP	Regional Office for Central American Programs (A.I.D.)
R&RS	Research and Reference Services

S

SDI	Selective Dissemination of Information
S&T	Bureau for Science and Technology (A.I.D.)

T

TDY	Temporary Duty
TIP	Tailored Information Package

U

UPS	Uninterruptible Power Supply
UN	United Nations
UNDP	United Nations Development Program
UNESCO	United Nations Educational, Scientific, and Cultural Organization
USAID	United States Agency for International Development (Overseas Mission)
USDA	United States Department of Agriculture
USIA	United States Information Agency (Washington, D.C.)
USIS	United States Information Service (Overseas)

V

VCR	Video Cassette Recorder

W

WHO	World Health Organization

X

XA Bureau for External Affairs (A.I.D.)

Glossary

A

Accession number - The number assigned to each book or item as it is received by a library or information center. Accession numbers can be continuously numbered or a coded system can be utilized.

Acquisitions - The process of acquiring materials for a collection. Materials can be obtained by purchase, as gifts, or through the exchange of publications with other institutions.

A.I.D. Thesaurus - A tool for the indexing and retrieval of technical and project document information processed by CDIE and A.I.D. The Thesaurus contains a list of approved indexing terms or descriptors relating to various subjects on international development.

Annual Budget Submission (ABS) - The ABS marks the substantive beginning of a new budget cycle, and is the basis for A.I.D.'s submission to the Office of Management and Budget (OMB) and A.I.D.'s later presentation to the U.S. Congress (called a Congressional Presentation or "CP"). The ABS provides the fiscal data and revised cost estimates for the initial decision on funding levels for the operational year.

Authority file - A record of the proper form of names, subjects, or series used in a catalog. The purpose of an authority file is to keep entries uniform.

B

Byte (computer) - A single character of information.

C

Calendar year (CY) - A period of time conventionally accepted as marking the beginning and ending of a numbered year, usually January 1st to December 31st in the Gregorian calendar.

Call number - The alphanumeric notation used to identify and locate a cataloged item. It consists of a subject classification code and a supplementary identification code which uniquely identifies each item in the same class.

Catalog - A listing of library materials contained in a collection, a library, or a group of libraries, usually arranged in an alphanumeric sequence. Usually contains a description of each item, its subject content, and location.

Catalog, on-line - A catalog which is maintained and searched directly on a computer system.

Cataloging, descriptive - The cataloging process concerned with capturing the basic bibliographic information about a work, such as author, title, publisher, and date of publication.

Cataloging, subject - The cataloging process concerned with describing the subject content of a work using several subject keywords. Subject cataloging facilitates the location of items of interest in the catalog. (See Classification scheme).

Checkout cards - A file of 3 inch x 5 inch cards on which is recorded information on items borrowed from a collection including, user's name, the item borrowed, and the date the item is due.

Checkout log (Logout book) - A circulation system which tracks the use of materials through the recording of the name of the user, item loaned, length of loan, and date due. (See checkout cards.)

Chronological files - Files which contain records of transactions, often pertaining to acquisitions or correspondence, kept in order by date.

Circulation system - The process by which a library or information center maintains records on the loan of materials held in its collection. The circulation procedure usually includes use of a checkout card (or log) where information about the borrower, the length of the loan, any provisions regarding the return of materials, and any penalties for failure to return materials is recorded.

Claim(s), to claim - An action taken to secure an ordered but unreceived book or periodical.

Classification - The process of assigning a single, primary subject code to a work to group it on the shelf with other works of the same subject. Classification facilitates the act of browsing to locate items of interest.

Classification scheme - A standardized list of subjects and corresponding codes used in arranging information resources on shelves.

Clipping - A service provided by library or information center staff whereby newspaper or journal articles on a specific field of interest are cut or photocopied from the source document and kept in a vertical file for access by users.

Collection (selection) - See Acquisitions above.

Congressional Presentation (CP) - An annual work plan in descriptive format supplemented by financial data presented by A.I.D. to the U.S. Congress. (See Annual Budget Submission above.)

Country Development Strategy Statement (CDSS) - The CDSS summarizes (in about 50 pages) the host country's social and economic development status, progress and constraints to development, the host country's development plan and resources, and the USAID Mission's overall and sectoral assistance strategy within the framework of concurrent A.I.D./Washington policy and guidelines. A CDSS is prepared annually by the USAID Mission.

Current awareness - Services by which a library or information center keeps its users up-to-date in their field of interest. These include Clipping, Routing, and Table of Contents services.

D

Deposit account - An account established by sending money to a book jobber, NTIS, or the Government Printing Office (GPO), prior to submitting orders for publications. Payment for the item(s) is automatically deducted from the balance of the account when items are ordered. See also Jobber, book.

Development information - Information, originating from national and international organizations, concerned with the processes of socioeconomic development in less developed countries.

Development Information System (DIS) - The computerized database maintained in A.I.D./Washington by PPC/CDIE/DI. It contains documents relating to A.I.D.-funded projects since 1974 including design and evaluation documents and contractor-produced reports.

Direct-hire - A person employed by the Agency for International Development (A.I.D.) under the auspices of the U.S. Government.

E

Ephemera - Something which is of interest or value for only a short period of time.

F

Feasibility studies - Preliminary studies undertaken to assess the need for a project in a given sector of development.

Field (computer) - An area reserved in a computer record for a specific piece of information, e.g. author or title.

Field delimiters - The symbols or characters used to indicate when a field ends and another begins.

Fiscal year (FY) - The financial year of the U.S. Government which covers the 12 calendar months from October 1st of a given year through September 30th of the following year. The fiscal year is designated by the calendar year in which it ends (Example: FY88).

Floppy disk (Flexible disk; diskette) - A plastic disk coated with magnetic material specifically designed as a computer storage medium which is small, lightweight, and portable.

Foreign service national (FSN) - A citizen of the host country hired by an A.I.D. Mission whose terms of employment depend on the Mission's agreement with the host country government.

Free text searching - Searching any part of a computer record.

H

Hardware (computer) - The physical equipment of a computer such as the keyboard, monitor, printer, disk drive, etc.

Hard disk (Fixed disk) - A rigid form of a floppy disk; a computer data storage medium which is not removable, is less resistant to damage, and has a greater storage capacity (usually 10, 20, 30, or 40 megabytes), than a floppy disk.

Hard copy - See Printout.

I

IBM-compatible - A microcomputer system not manufactured by IBM but which functions as an IBM PC system and uses IBM PC software.

IBM Emulation - The method by which a Wang personal computer imitates the operations of an IBM personal computer.

Indefinite quantity contract (IQC) - A contract that allows for the purchase of supplies and services initiated through a series of delivery orders, each of which do not exceed a period of 120 days. The overall contract specifies a guaranteed minimum order and cumulative maximum dollar/quantity amount.

Index - An alphabetic or numeric listing of information, such as subject, author, or contract number.

Institutional memory - A chronological record in multiple-media form (printed, electronic, etc.) of the activities of an organization over a given period.

International Standards Organization (ISO) - An organization which promotes the international exchange of data through standardized formats and procedures.

Inter-library loan (ILL) - A reciprocal arrangement with another library or information center to share resources through the lending and borrowing of books or materials.

Invoice - An itemized list of goods shipped, usually specifying the price and terms of sale.

Invoice, Pro forma - An invoice which is provided in advance to prescibe form, notify terms of sale or describe items or cost.

J

Jobber, book - A supplier, usually a wholesaler, who stocks books from many different publishers, making it possible to secure from one source books and materials produced by many different publishers.

Jobber, serial (subscription service) - A serials jobber handles subscriptions for journals or serials from a variety of publishers. The jobber consolidates and directs subscriber's orders for serial publications to the publishers and provides billing and claim services.

K

Kardex - A card system for tracking the receipt of individual issues of journal subscriptions.

Key in - To enter information into a computer system using a keyboard.

L

Local vendors - Jobbers or dealers located in the host country who have an allocation of hard currency (often provided through the Ministry of Finance) which they use to import books and/or periodicals from a given country or countries. Orders placed through them are often paid in local currency.

M

Menu (computer) - A list of operations available for selection and execution as shown on the computer monitor (screen).

MicroDIS - A microcomputer-based software package developed by AID/PPC/CDIE to assist USAID Mission information centers in managing and accessing their document-based development information resources.

Microfiche - A sheet of film bearing a reduced image of printed pages and providing a compact means of information storage and dissemination.

Module (computer) - One component of a software system which is designed to perform a specific function or set of functions, e.g., cataloging.

N

Non-governmental organization (NGO) - Any organization neither affiliated with nor supported by the public sector.

Non-project assistance - The transfer of resources, under A.I.D. financing, for the purpose of promoting economic development and/or political stabilization of a cooperating country by means of short-term relief from budgetary or balance of payments constraints.

O

Online - One mode of interaction with a computer in which the computer immediately responds to a command or query. Contrasts with a batch or delayed response mode.

P

Personal computer (PC) - A microcomputer.

Personal services contract (PSC) - A contract between A.I.D. and an individual for a specific service for a given period of time. These contracts can be entered into at either the Mission- or Agency-level.

Physical processing - The stamping and labelling of each item acquired by a DIC to indicate that it is Mission property and to identify its shelf location.

Pouch - A special arrangement made for the regular transfer of mail between A.I.D./Washington offices and Missions.

Printout (computer) - A paper copy of all or part of a computer data base.

Private voluntary organization (PVO) - A non-profit, tax-exempt and non-governmental organization established and governed by a group of private citizens whose purpose is to engage in voluntary, charitable, and development assistance operations overseas.

Program Assistance Approval Document (PAAD) - A document allocating funds for a given A.I.D. program.

Project Evaluation Summary (PES or ES) - A document which reviews project performance, summarizes progress and highlights problems, action decisions, and unresolved issues. It is prepared by the USAID Mission Evaluation Officer and USAID Project Officer in collaboration with the host country counterpart Project Officer.

Project Identification Document (PID) - A document which outlines (in about 15 pages) the description, rationale, and estimated cost of a new project.

Project Implementation Letter (PIL) - A document which provides administrative, financial, and/or technical guidance to the counterpart host country Project Manager. A PIL is prepared by the USAID Mission at any time during project implementation when the USAID Project Officer considers it appropriate.

Project Paper (PP) - A document which presents the rationale, a thorough analysis, plan, schedule, cost estimate, and recommendations for a new project and provides supporting documentation, tables, schedules, and special studies. It is prepared by the USAID Mission in collaboration with the host country counterpart after approval of the PID by the A.I.D./Washington Regional Bureau.

Purchase order - An official document authorizing a vendor to deliver materials or equipment or to perform services. Upon acceptance, the document constitutes the purchase contract.

R

Reference source - Any publication from which authoritative information may be obtained. Reference sources are not necessarily limited to reference works.

Routing - A process by which information is routinely circulated to users.

S

Sci-Mate - A series of computer programs produced by the Institute for Scientific Information in Philadelphia, Pennsylvania and consisting of "The Manager" (a database management package); "The Editor" (for creating bibliographies) and "The Searcher" (for computer to computer telecommunications applications).

Serial - A publication, usually numbered, issued in successive parts and intended to continue indefinitely. Serials include periodicals; newspapers; annuals (reports, yearbooks, etc); the journals, memoirs, proceedings, and transactions of societies; and numbered monographic series.

Software (computer) - Computer programs which enable users to accomplish specific tasks.

Subject keywords (Descriptors) - Vocabulary selected from a thesaurus to describe the subject content of a book or document.

U

User's guide - A concise pamphlet which describes the resources and services available to library or information center users.

User log - A record of information requests made at a library or information center which includes the nature of the request and the manner in which it was presented, the user's organizational affiliation, and the action taken in response to the request.

User services - Various types of activities conducted by a information center manager and/or staff to meet the information needs of users including traditional activities such as circulation and reference, and innovative activities such as Current Awareness and Table of Contents services.

V

Vertical file - A file used to store ephemeral materials.

W

Wang, OIS (Office Information System) - A Wang system, smaller than the Wang VS, used primarily for word processing and departmental applications.

Wang, VS (Virtual System) - Wang minicomputer used for data base management applications and to provide a link to other computer systems.

Weeding (culling) - The process by which books and materials are reviewed and, if no longer relevant, removed from a collection.

1.0 Introduction

The purpose of this manual is to improve USAID Mission access to social and economic development experience through a successfully managed "development information center."

What is a development information center (or DIC)? Primarily it is a place where books and other resources are collected and managed, and where professional staff are available to provide assistance in using those and other resources. A USAID Mission DIC plays a critical role in promoting the systematic use of information for designing and managing A.I.D. projects and programs. Through the strategic use of information, project managers and staff can enhance their knowledge of the development experience of A.I.D., other donors, and LDC's, and improve their management of Agency programs and thus the quality and performance of A.I.D's work.

Some USAID Missions with established information services call their facilities libraries or technical information centers. We have adopted the term "development information center" because development is A.I.D.'s business. The emphasis of a DIC, however, is on managing and promoting the use of information services in support of the development process. As that part of a Mission through which development information resources are provided, the DIC also serves as a gateway to other information not available in the Mission.

This manual draws on years of collective experience in DIC management. It seeks to answer questions and clarify uncertainties expressed by DIC managers and staff, who have varying professional backgrounds, but who rarely have any formal training in managing library or information center operations. It is meant to offer practical guidelines for operating a successful DIC, with the caveat that no two DIC's are alike. The organization and operation of DIC's vary according to the level of Mission support, the number of experienced staff, and the scope of DIC resources. The objective of the manual is thus to identify and explain a broad range of information management tasks and services of potential applicability in any DIC. The selection of appropriate levels and sequences of activity must be determined by each DIC after a careful analysis of Mission needs.

The manual is organized into three sections:

(1) managing a development information center;

(2) managing and organizing information resources; and

(3) providing services.

This framework, by intention, places equal weight on each aspect.

One final point should be made about the content and purpose of this manual. It is important to keep in mind that, while all DIC's have a common goal - to provide information services and resources - there are many ways to achieve this goal. DIC staff, particularly those with little experience in information centers or who are isolated from contact with professional peers, are often hopeful that someone can tell them the "right" way to do things. This manual attempts to provide specific recommendations when possible, but the reader should remember that there are many possible solutions to problems. Make use of the information provided, but have confidence in local, common sense solutions to problems and needs that arise.

2.0 Managing a Development Information Center

2.1 Introduction

2.2 Role of the DIC manager

2.2.1 Functions of a DIC manager

2.3 Assessing information needs

2.3.1 Knowing the users
2.3.2 Assessing A.I.D. users' needs
2.3.3 Assessing non-A.I.D. users' needs
2.3.4 Using the assessments

2.4 The DIC facility

2.4.1 Space, environment, and utilities
2.4.2 Furnishings, equipment, and supplies

2.5 Budgeting

2.6 Automating DIC operations

2.6.1 Preliminary considerations
2.6.2 Software options

2.7 Recordkeeping and communications

2.7.1 Chronological files
2.7.2 Purchase orders
2.7.3 Cables
2.7.4 ICS (International Communication System)

2.1 Introduction

Managing a DIC involves a number of different duties. The DIC manager often is asked to be information specialist, computer operator, accountant, and office manager all at the same time. Admittedly, performing well in each of these jobs is not easy. However, it can be made easier if the basic purpose of the DIC is accepted within the Mission: to provide Mission staff with current and reliable materials about development issues directly pertaining to the Mission's work and to serve as a repository for current and past project documentation. This purpose can be accomplished by an active, enthusiastic DIC manager who understands the organizational tasks required to maintain a well-run, efficient DIC. This section focuses, then, on fundamental aspects of managing a DIC.

Section 2.2 (Role of the DIC manager) provides an introduction to the tasks a DIC manager is expected to perform in three primary areas of responsibility;

Section 2.3 (Assessing information needs) describes the important process of assessing user needs, a vital step in deciding what kinds of materials and services to provide.

Section 2.4 (The DIC facility) provides some guidelines for selecting and organizing a location for the DIC within the Mission, and lists basic equipment and furnishings that will be required.

Section 2.5 (Budgeting) notes items which may be included in a DIC budget.

Section 2.6 (Automating DIC operations) provides a brief introduction to the advantages (and disadvantages) of computerizing DIC operations.

Finally, Section 2.7 (Recordkeeping and communication) discusses the kinds of records that should be kept of DIC activities. More detailed discussions of the policy and procedural issues introduced in this section follow in Sections 3 and 4.

2.2 Role of the DIC manager

Each USAID Mission determines the character of its information center and, as a result, the size and functions of DIC's vary somewhat from Mission to Mission. Some are large, centralized and automated library information centers with a broad base of A.I.D. and non-A.I.D. users; others are small information units which coordinate information retrieval and dissemination only for A.I.D. staff. Most DIC's, though, fall somewhere in between focusing on the needs of the Mission staff and selected non-A.I.D. users.

This variation in the character of DIC's makes it difficult to write a "job description" for a typical DIC manager. An *ideal* manager would be able to establish clear acquisitions policies, computerize all DIC resources, and introduce innovative user services geared specifically to the various user groups of the DIC. Unfortunately, a

number of factors limit the kinds of tasks a DIC manager is able to perform, including availability of support staff, the level of training of the staff, and even the ability and enthusiasm of the manager.

Whatever the scope of work, a DIC manager (and his/her supervisor) should avoid thinking of the job as a secretarial position. In order to perform well in the job, a DIC manager should have (or be encouraged to develop) a keen sense of professional responsibility as an information specialist within the Mission. Being an information specialist does not necessarily mean that candidates should have formal training in information management; it does require, however, a willingness to take an active role in meeting the information needs of the Mission. Rather than simply filling out order forms for staff who request certain documents, the DIC manager should be aware of the range of services a DIC can provide, understand the information requirements of users, and work with users (rather than for them) to find innovative ways to tailor services and resources to their needs (see also Section 2.3).

With this in mind, candidates for DIC manager should possess some of these qualities:

- effective communication skills and an ability to work with people on a one-to-one basis;
- good management and organizational skills to handle the three main aspects of the DIC: managing the DIC, organizing the resources, and providing services;
- an ability to initiate activities (that is, be a self-starter); and
- a working knowledge of the host country, and, if possible, of the host country language.

Further, the ability of the manager to coordinate DIC activities effectively may be enhanced by:

- previous experience with A.I.D. or other development organizations;
- a working knowledge of information management;
- a knowledge of research methods.

2.2.1 Functions of a DIC manager

The three basic functions of a DIC manager as shown in Exhibit 2.1 are:

- **Managing the DIC** - establishing office policies, submitting informal budgets for DIC expenses, performing assessments of user needs, etc. Additional tasks might include computerizing the DIC operations, training other DIC staff, and compiling a local DIC manual.
- **Organizing resources** - inventorying DIC and Mission holdings, establishing selection/deselection policies, ordering and obtaining materials, recommending and implementing a classification scheme, etc. Money and time permitting, these activities could be extended to include using jobbers for non- A.I.D. acquisitions, or computerizing the DIC catalog.
- **Providing services** - establishing policies for circulation and lending, responding to walk-in patrons, clip-

ping and routing information to Mission divisions, developing guides for DIC users, establishing a two-way link with CDIE, etc. Additional tasks might include preparing bibliographies for recurring key subjects, preparing and distributing acquisitions lists or a DIC newsletter, or even synthesizing development information and providing critical analyses for Mission staff.

Specific tasks a DIC manager might perform in each of the three areas are noted in Exhibit 2.2 below. These lists might be used by:

- the Mission's Executive Office (EXO) prior to hiring a DIC manager to develop a formal scope of work;
- a DIC manager to help write his/her own job description or as a tool for planning resources and/or services for the DIC; or
- the supervisor of a DIC manager to establish criteria against which the performance of the manager can be measured.

Again, it cannot be over emphasized that these task lists are tentative; each Mission will have to adapt them to its own situation. An explanation of levels of tasks follows.

Minimum tasks are those tasks *fundamental* to running any DIC. These tasks are particularly relevant to DIC's which are in the beginning stages of development. The focus is on A.I.D. users.

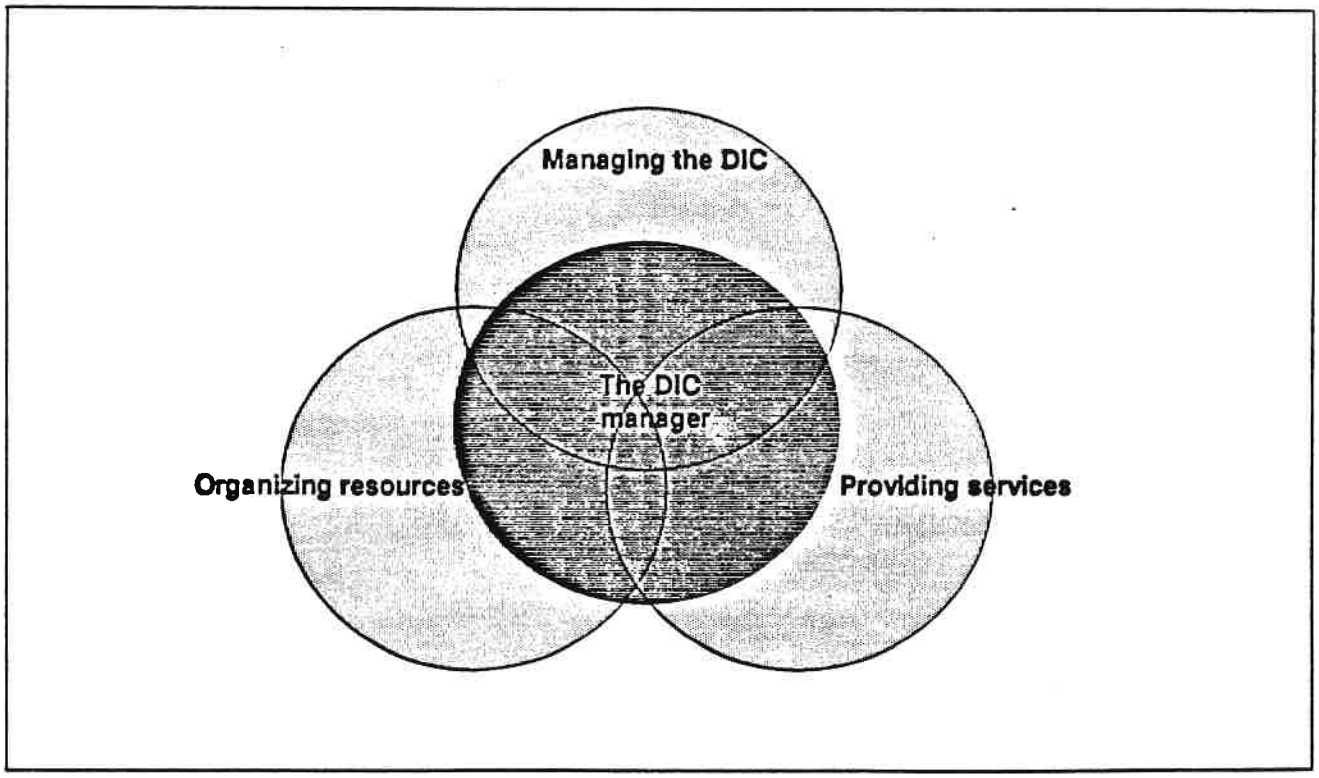


Exhibit 2.1 Functions of the DIC manager

	Managing the DIC	Organizing resources	Disseminating information
Minimum tasks	Establishes role within Mission Assesses state of DIC Clarifies user group Prepares/submits budget Establishes office procedures Assesses A.I.D. users Organizes A.I.D. communications Recommends space, environment, equipment and shelving Orders library supplies Clarifies existing Mission policies regarding DIC Adapts CDIE/DI manual to existing Mission situation.	Inventories Mission resources Establishes selection/deselection policy Recommends core Mission resources Begins shelving resources Gathers information on jobbers Establishes check-in and shelving procedures for serials Acquires relevant A.I.D. resources Recommends centralized/non-centralized collection	Establishes policy for circulation/lending Handles walk-in patrons Directs users to resources Answers factual reference questions Clips and routes information Provides orientation sessions for new users Establishes links with A.I.D./W and local sources for materials Submits Mission reports to DIS Maintains bulletin board
Intermediate tasks	Assesses selected non-A.I.D. users Requests training for Mission computers Trains assistant Sets up Mission DIC manual Considers software for automating DIC	Begins acquisition of non-A.I.D. resources Reviews software for collection automation Files and categorizes ephemeral material Shelves all resources	Anticipates user needs Gathers research materials Provides users with access to DIC resources, inter-library loan, and local sources Prepares bibliographies for recurring subjects Prepares and distributes acquisitions lists Prepares newsletter Provides Table of Contents service and SDI Sets up procedures for facility and equipment use Networks with other DIC managers
Maximum tasks	Assesses all non-A.I.D. user needs Uses automation for all DIC operations	Uses jobbers for ordering Uses computer for receiving, storing and retrieving information Acquires special collections Assists divisions within the Mission to organize development materials	Anticipates TDY personnel needs Synthesizes information and provides critical analyses Orders A.I.D. documents for all users Networks with local libraries and other host country sources

Exhibit 2.2 Task lists for the DIC manager

Intermediate tasks are more specialized and presume that minimum tasks were initiated and possibly completed. These tasks will be most relevant to existing DIC's. The focus includes both A.I.D. users and selected non-A.I.D. users.

Maximum tasks are normally reserved for DIC's which are expanding their collections and services. These tasks presume that minimum tasks are completed and that intermediate tasks were initiated. The focus here will include all development-oriented users, both A.I.D. and non-A.I.D.

2.3 Assessing information needs

Clarifying who the DIC users are, determining their general information needs, and providing resources and services to meet those needs are all critical aspects of the DIC manager's job. Part of the effectiveness of a successful DIC manager is the ability to align resources with needs. This can be done anytime, such as when a new DIC manager or A.I.D. staff arrive in the Mission or simply when the DIC manager feels the Center's resources and services need to be realigned with the changing needs of the users.

2.3.1 Knowing the users

The typical users of a USAID Mission Development Information Center are:

A.I.D.

- direct hire and/or contract staff;
- foreign service nationals (FSN's) working for A.I.D.;
- contract personnel working at the Mission for an extended period (more than 6 months);
- TDY personnel, from a regional A.I.D. office, A.I.D./Washington, or an A.I.D. contractor, working on short-term assignment (less than 6 months);

Non-A.I.D.

- host country government personnel;
- PVO (private voluntary organization) staff;
- other donor personnel (World Bank, UN, WHO, etc.);
- Peace Corps volunteers;
- university students; and
- virtually anyone else who is working in the field of development in the host country.

The DIC will have to use its resources and services to meet the needs of this diverse user group. For example, users may request information in order to:

- update information on a new area (person, country or subject);
- increase the number of alternative sources for dealing with an information need;
- conduct research;
- identify and isolate specific facts to fill an information gap;
- confirm a given fact or opinion;

- obtain a known work containing needed information; or

- obtain examples or models for office, host country colleague or host country institution use.

However, a user may also need to:

- stay current in a professional and/or technical specialty;

- monitor specific ongoing issues/interests; or

- scan a wide range of information for trends and shifting priorities.

2.3.2 *Assessing A.I.D. users' needs*

How should the DIC manager go about conducting an "assessment" of A.I.D. users' needs?

Begin by asking Mission staff questions about their information needs. Obviously, the more that is known about what staff expect of the DIC, the easier it will be to develop services to meet these needs. To obtain this information the DIC manager should:

1. Talk to Mission Staff (Interview).

The DIC manager should interview the USAID Mission Director, Deputy Director, and all Division chiefs. The assessment guidesheet provided in this section (Exhibit 2.3) can be used as an aid. During the interview, explain the reason for the assessment and how the information will be used. The relationship the DIC manager establishes during the interview will be important in providing resources and services later on. If possible, the DIC manager should stress a desire to work *with* rather than *for* the Mission staff in meeting their information needs. Also keep in mind that getting users to be specific about their information needs will not be easy. Many times, the user may express interest in resources on, say, 'economics.' Since 'economics' is a broad field, this response is not particularly helpful. The DIC manager should try to extract more information: What does the user mean by 'economics'? Balance of payments? Agricultural economics? Trends in the host country? As mentioned above, the attached guidesheet will help both the DIC manager and the Mission staff member focus more specifically on particular information needs. Key topics that should receive special attention during the interview include:

utility: how will the information be used?

subject matter: what subjects or fields should be covered in the information center?

format: which format is preferred - paper copies, microfiche, video, films, or computer on-line access?

sources: which development information sources would be of most use?

2. Attend staff meetings.

If possible, the DIC manager should attend Mission staff meetings. From discussions and exchanges of information among staff members, the DIC manager's perspective will be broadened regarding A.I.D. users' needs. In addition, staff meetings will provide an opportunity for the DIC manager to present updates and overviews regarding the resources and services which

USAID/
Guidesheet for User Assessment
Development Information Center

Name of Interviewee and Title:
Date:

General:

1. Does user know who you are and what you do? If not, provide brief (2-3 sentence) overview/description of the DIC.

2. Has user ever had access to the Mission DIC? Were questions answered and was the staff helpful? What could have been better?

3. Has user had access to materials or services from CDIE: AID Library, R&RS, AID Document and Information Handling Facility (DIHF), Technical Inquiry Service? Results?

Specific:

4. What projects/programs will user be assigned to or be working on during time at the Mission?

5. Is there a project (bi-lateral, regional, centrally funded projects) listing available for which user/Division currently has responsibility or in which they have an active interest? Is the Mission documentation complete for these projects? Does user know about obtaining project information on microfiche through Bureaus or DIHF?

6. What type of information (technical, project experiential, AID or non-AID, etc.) would be of most use? Which format is preferred: paper, microfiche, diskette?

7. What information sources are most frequently used: Mission files; personal files; AID/Washington informal network; the DIC at the Mission; other donor sources?

8. What has been the best/worst overseas experience in obtaining information?

9. Are there any specific documents/journals/journal articles the user would like to see on a regular basis? Are there any specific references the user would use regularly if they were in the DIC?

Summary of interview:

Recurring needs:

Specific requests (Ask interviewee to fill out DIC Reference Request Form, Exhibit 4.4)

DIC Action:

Exhibit 2.3 Sample assessment guidesheet

are available through the Development Information Center and to continually interact with the A.I.D. staff.

3. Hold DIC orientations.

The DIC manager should try to provide an orientation for new A.I.D. staff during their first few weeks at the Mission. Even half an hour would be enough for the DIC manager to provide information about current resources and services, and, of course, to gather information about the new user and his information requirements and expectations.

4. Learn about Mission priorities/activities.

The DIC manager should try to obtain a Mission project listing for which the Mission has direct or indirect responsibility. This list will most likely be found in the Mission Projects Office. If a listing is not available at the Mission, contact CDIE/DI and one will be prepared from the A.I.D. Development Information System (DIS). Also, look over the Mission's Country Development Strategy Statement (CDSS) if there is one and any other planning documents such as the Mission's Annual Budget Submission (ABS), or Congressional Presentation (CP), and any Action Plans. They will yield a perspective on current and planned Mission project and non-project activity. Copies of these documents should be located somewhere in the Mission; if not, contact CDIE.

2.3.3 Assessing non-A.I.D. users' needs

For those users outside the A.I.D. community, the DIC manager may try to conduct an occasional "interview" when a new user requests permission to use the DIC. A more efficient method, though, is to log daily non-A.I.D. user requests. A log is merely a listing of users with such information as how the request was initiated (in person, on the telephone, in a letter or other correspondence), the user's organizational affiliation, the types of materials which are used or checked out, the types of service which are requested or are required on the part of the DIC manager, and the DIC action taken. Over a period of time the DIC manager will be able to ascertain trends in non-A.I.D. users' needs and reflect this in the materials collected and services offered.

2.3.4 Using the assessments

Once the user's needs are identified, the information should be synthesized and utilized to:

- establish a collection/selection policy for the DIC which responds to the needs of the users (see Section 3.2);
- determine which services are feasible based on both time and money limitations (see Section 4);
- monitor shifts in development and/or Mission priorities.

2.4 The DIC facility

Like any information center, a DIC should provide users with a pleasant environment in which to work. While it may not be possible to control all of the factors that affect the physical location and spatial organization and comfort of a DIC, there are some fundamental issues worth considering.

2.4.1 Space, environment, and utilities

Space. There are three main considerations in determining whether an available space would be appropriate for a DIC. First, the room should be an area no smaller than 18 feet x 18 feet. Second, the windows and doors of the room should be secured with locks to guard against theft at night or when the DIC manager and/or staff members are absent. Finally, the Center must be accessible to A.I.D. users (e.g., in a centrally-located space) and non-A.I.D. users if the DIC is open for their use (see Section 4.2 on circulation and lending).

Environment. While it may be one of the more difficult things to control, the DIC's environment will play a major role in the proper functioning of the Center and in the condition of the DIC materials and equipment. Ideally, the Center should be well-lit with both electric and natural light. If possible, the Center should be air-conditioned and equipped with some means of controlling both humidity and dust. It is also advisable to locate the DIC away from highly congested areas of the building or away from parts of the building which border on busy streets in order to minimize external noise.

Utilities. Depending on the level of automation at the DIC, the most important utility which will affect DIC operations is the availability and reliability of electricity. If possible, it is best to equip the Center with an uninterruptible power supply (U.P.S.), especially if the DIC utilizes a computer system for the majority of its operations. In addition, the U.P.S. will help to ensure that environmental controls (e.g., air conditioning) remain stable.

2.4.2 Furnishings, equipment and supplies

After an appropriate space is selected and secured, furnishings, equipment, and supplies must be obtained. Ordering information for suggested items noted on the following pages can be obtained from either the Executive Office in the Mission (especially for furnishings) or from library supply specialists such as Gaylord and Brodart (write and ask for a free catalog). Copies of both companies' order forms are attached (Exhibits 2.4-2.5), as well as a list of companies which manufacture microform equipment (Exhibit 2.6).

Furnishings. There are some standard furnishings which are recommended for a Mission DIC to create a comfortable atmosphere. It may be possible to request the manufacture of some of these items by local artisans to keep costs down.

- Shelving - at least four floor-to-ceiling standing bookshelves with 12 inch shelf height.
- Tables - one or two large tables with chairs for users, depending on space available.
- Desks - one to two desks for staff.
- Filing cabinets - a sufficient number of cabinets to hold administrative records, miscellaneous resources, such as vertical files, and Mission project documentation acquired by the DIC.
- Supply cabinet.
- Bulletin board.

☐☐☐☐☐☐☐☐-☐☐☐☐

Your Gaylord Customer Number

The GAYLORD Records Management Catalog

ORDER FORM NO. RM 86-87

Box 4901, Syracuse, NY 13221-4901
Box 60659, Los Angeles, CA 90060-0659
TWX 710 545-0232

NEW CUSTOMERS—SEE REVERSE SIDE
(Please Print or Type)

SHIP TO			
Mark for, or Attention of			
Company			
Street Address			
City	State	Zip Code	

BILL TO			
Company			
Attention			
Address			
City	State	Zip Code	

AUTHORIZATION	
Purchase Order No.	Authorization Signature
Date	Print Name Please
Amount Enclosed	Title/Position
Tax Exempt No.	Telephone

Orders are invoiced at prices prevailing at time of shipment.
The minimum shipping and handling charge is **$4.75.** Also, be sure to include applicable state and local taxes.
If your order is **$40.00** or less, please enclose your check or money order.

Catalog No.	Size, Style, Color, Finish	Description	Quantity (Pkg., Box, Ea.)	Unit Price	Total

PAYMENT METHOD

☐ Amount enclosed for $_____ (Check or Money Order)
☐ Charge this order to our account.
(Applies to commercial, professional and government offices, institutions, libraries, schools, colleges and universities.)
—or—
☐ Open a charge account for us, we qualify as noted above. We have listed our credit references on the other side of this form.

☐ Visa ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Exp. Date _____
☐ MasterCard ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Exp. Date _____
☐ American Express ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Exp. Date _____

Authorized Charge Card Signature: _____
Print Name, Please: _____
Terms are net payable on receipt of invoice.

Minimum Shipping & Handling if Applicable	
GRAND TOTAL	

State & Local Taxes and Shipping & Handling will be added to your invoice.

☐ Please send a supply of order forms.

Thank You!

For Office Use

Exhibit 2.4 Gaylord order form

ORDER FORM CATALOG

BRODART

EASTERN DIVISION—P.O. Box 3037
1609 Memorial Avenue
Williamsport, Pa. 17705
"TERN DIVISION—1236 South Hatcher Street
f Industry, Ca. 91748

Toll Free Ordering:

Call 1-800-233-8467
In Pennsylvania call:
1-800-332-6706

All Shipping Charges are extra. They will be prepaid by us and charged to you on our invoice. See page 513 for shipping information.
Terms: Payment within 30 days of invoice date FOB Brodart or factory

Billing Address: (Please print or type)

Name/Title

Library, School, Corporation, Other Institution

Street

City State Zip

Delivery Address: (If different from "Bill to")

Name/Title

Library, School, Corporation, Other Institution

Street

City State Zip

United Parcel requires a street address, not a P.O. Box number.

Purchase Order Number

Who may we contact regarding your order? We will call only if we have questions.

Daytime Telephone Number

Signature/Title

INDICATE PAYMENT METHOD

☐ **Bill us.**
Minimum order $35.00

☐ **Please provide additional order forms.**

Charge my ☐ Mastercard ☐ Visa
Shipping will be added to your account

Cardholder's Name

Signature

Card Number

Expiration Date Mo. Yr.

$

Amount enclosed

Quantity ordered	Unit: Pkg., Box or Each	Item Number	Color Letter	Description (Product, color, finish)	Unit Price		Total Price		Only if overlooking glass, enter total weight (wt. x qty.) of non-standard items

All shipping charges are extra. For shipping information see page 513.
· ordering information see page 513. Send any necessary claim forms.

Estimated shipping Charges. See p. 513.
TOTAL

TAX EXEMPTION NUMBER

Exhibit 2.5 Brodart order form

Exhibit 2.6 APDMS equipment listing

APDMS EQUIPMENT LISTING

A. READERS:

PRODUCT NAME	MANUFACTURER INFORMATION	COST RANGE ($)	CHARACTERISTICS			REMARKS
			360° Rotation	Bifocal Users	Overall Dimensions	
Microdesign 955	Bell & Howell 857 W. State Street Harford, Wisc. 53027 (414) 673-3920	200 - 300	yes	yes	18" depth 12" width 21" height 27 lbs.	Used by AFR/PD, and ANE/PD
Microdesign 935	Bell & Howell 857 W. State Street Harford, Wisc. 53027 (414) 673-3920	250 - 300	yes	No	14 3/4" depth 12 1/4" width 21 1/4" height 25 lbs.	Heavily used in Africa and Asia Near East Bureaus
NMI 513	Northwest Microfilm 1600 67th Ave. North P.O. Box 29037 Minneapolis, MN 55429 (612) 566-5950 Telex: 29-0687	200 - 250	yes	yes	16 3/4" depth 12" width 21 3/4" height 22 lbs.	Used by AFR & ANE, and soley used by LAC
NMI 375	Northwest Microfilm 1600 67th Ave. North P.O. Box 29037 Minneapolis, MN 55429 (612) 566-5950 Telex: 29-0687	200 - 250	No	No	9 1/2 depth 8 3/4 width 18 1/2 height 15 lbs.	Used in FM
Informant II (Briefcase Portable)	Northwest Microfilm 1600 67th Ave. North P.O. Box 29037 Minneapolis, MN 55429 (612) 566-5950 Telex: 29-0687	300-350	No	No	Closed: 13" depth 13" width 5 3/4" height Opened: 16 1/2" depth 13" width 13 7/8" height 12 lbs. 14 lbs w/battery	- Rechargable Internal Battery (1 hr life) - Removable top case for wall projection.

APDMS EQUIPMENT LISTING

B. READER/PRINTERS:

PRODUCT NAME	MANUFACTURER INFORMATION	COST RANGE ($)	CHARACTERISTICS		GSA SCHEDULE	REMARKS
			Print/Toner Process	Overall Dimensions		
File Search 1355A	Bell & Howell 6800 McCormick Rd. Chicago, IL. 60645	-0-	Sensitized* Paper	27" high 18" wide 31" deep	GS 00F-85285	Model Discontinued 5/29/87
PC 70	Cannon U.S.A., Inc. One Canon Plaza Lake Success, NY 11042 1-800-453-9000	2,400 - 3,000	Plain Paper Dry Toner	22 1/2" high 31 3/4" wide 25 7/8" deep	GS 00F-91851 Exp. 9/30/88	Used soley in Financial Mgmt
RP 503	Minolta Corp. 101 Williams Drive Ramsey, NJ. 07446	3,400 - 4,000	Plain Paper Dry Toner	31 1/4" high 20 7/8" wide 24 7/32" deep	GS 00F-91882 Exp. 9/30/88	New model currently used in Financial Mgmt.
RP 405E	Minolta Corp. 101 Williams Drive Ramsey, NJ. 07446	3,500 - 4,000	Sensitized* Paper Liquid Toner	27" high 20" wide 25" deep	GS 00F-91882 Exp. 9/30/88	Used in the Geographic Bureaus

*Note: Sensitized paper & Liquid toner has a shelf life limited to 18 months.

- Magazine rack(s) - to display current issues only, or to display current issues and store back issues.
- Microfiche storage files.
- Videotape storage unit (optional - tapes can also be stored on shelves).
- Map storage unit.
- Audio cassette storage unit.
- Card catalog file.
- Serial card file/kardex unit.
- Footstool.
- Tables and chairs for equipment.

Equipment and supplies. The following is a suggested list of the equipment and supplies which will help the DIC to operate smoothly. The lists are selective but they may help the DIC manager to anticipate some of the basics needed to operate a DIC.

Equipment

- Typewriter.
- Computer equipment (See Section 2.6).
- VCR, television monitor, and headphones.
- Microfiche reader/printer.
- Photocopier.

Supplies

- Shelf labels/holders.
- Book/spine pressure-sensitive labels.
- Date-due slips.
- Card file storage boxes.
- Date stamp.
- Library stamp (e.g. "Property of USAID/____DIC").
- Cardboard storage boxes (for periodicals, miscellaneous materials).
- Book supports/bookends.
- Checkout book.
- User log.
- Computer/typewriter supplies (paper, ribbons, diskettes).
- General office supplies as needed: (envelopes; padded mailing envelopes; USAID stationery; 3 inch x 5 inch index cards, file folders, etc.).
- Photocopier and microfiche paper, printer toner and fixer.
- Magazine record cards/periodical cards (monthly and annual).

2.5 Budgeting

Developing a budget which anticipates expenses for the Development Information Center is often part of the DIC manager's responsibility. If asked to provide input for a Mission budget under which the DIC expenses would fall, Exhibit 2.7 lists some of the items that should be included. Some costs are one-time only, others are recurring. Start-up budgets for new

centers will be different from continuing budgets for on-going centers. Budgets will also vary from Mission to Mission depending on the size of a DIC's collection, the services provided, and the financial support it receives.

2.6 Automating DIC operations

Given the speed and ease with which computers can sort and retrieve information, it is easy to see why some DIC's have chosen to computerize certain basic tasks. Once catalog information is entered, a computer can provide quick access to that information in a variety of ways (e.g., by subject, author, title, date of publication, publication type, etc.). Computers can also be used for certain kinds of DIC recordkeeping (such as acquisitions and user statistics) and to produce new acquisitions lists and bibliographies directly from the catalog. Some automation software packages include circulation modules that allow for computer tracking of borrowed materials, and printing of uniform overdue notices. It is even possible to use a local DIC computer to store and search subsets of A.I.D. document citations from A.I.D./Washington's Development Information System (DIS). Computers can significantly increase DIC capabilities and efficiency.

Automation may not be appropriate for every DIC, however. For those DIC's with small collections, which are supported by part-time and/or temporary staff, the time and effort required for training and conversion from manual to automated systems may be better spent in providing services. Use of a computer in a DIC also places additional demands on the Mission computer support staff, who will usually be needed to assist in installation and maintenance,

One -time costs	Recurring costs
Staffing • Initial training	Staffing • Salaries • Continual training • Travel
Materials • Library references (initial purchase of Books in Print, Ulrich's Periodicals Directory, globe, dictionary, encyclopedia)	Materials • Rent or office space (if separate from Mission • Books, catalogs, reference materials • Serials subscriptions • Reproduction • Mailing • Supplies
Furnishings • Magazine stand, shelving, etc. • Desks, chairs, computer tables	
Equipment • Microform equipment, computers, etc. • Photocopier, VCR, typewriter	

Exhibit 2.7 Sample one-time and recurring items in a DIC budget

problem solving, and basic training in the use of computers. In some Missions there may be technical problems (such as an inadequate power supply) that preclude computer use in the DIC. And in some cases there is simply not enough money to finance the equipment.

For those DIC's weighing the pros and cons of automation, some factors that can help clarify the automation requirements, along with descriptions of three software packages currently used in DIC's, are discussed briefly below.

2.6.1 Preliminary considerations

Obviously, automating the DIC is not a one-person decision. Once the manager decides to explore the potential for automation, one of the first things to do is identify key persons within the Mission who have experience which can help the manager evaluate requirements for automation. These may include the Mission officer responsible for the DIC, individual Program/Project officers, the computer staff, and even the Mission Director. The following issues should be discussed with these key individuals: (1) DIC requirements; (2) expectations and needs of the Mission staff; (3) training; (4) time; and (5) money. These topics are discussed in more detail in the following paragraphs (associated questions are highlighted in Exhibit 2.8).

DIC requirements. How can DIC operations and user services be improved through computerization? If the DIC has a small, well-organized collection, and an up-to-date card catalog, computerization may not be needed. On the other hand, if the collection is large, if it needs to be reorganized (reclassified), or if it is expected to grow significantly, a computer and the improved recordkeeping and access to the subject content of the collection it offers could be warranted. There is no set size a collection must reach before automation becomes an option. What is more important to consider are DIC and Mission needs, and the benefits anticipated from automation.

From the point of view of the Mission staff, one of the most obvious benefits of automation is an improved ability to find information in the DIC collection.

Expectations and needs of the Mission staff. One advantage of automation is an online catalog. Unlike a paper copy catalog, it is possible to search an online catalog directly on the computer, several search criteria can be specified at the same time (e.g., two related subjects), and results are displayed quickly. An online catalog greatly speeds Mission user searches and improves accessibility to resources (assuming that the catalog is up-to-

Six questions to ask before deciding to automate:

1. Is there staff time (to learn the system and to convert existing records)?
2. Is there staff interest?
3. Is there Mission support (e.g., technical, financial, political)?
4. Can a Wang workstation or PC be dedicated to library use during hours needed?
5. Is there sufficient power supply?
6. Is the collection anticipated to grow?

Exhibit 2.8 Automation questions

date). On the other hand, it can also make Mission staff dependent on DIC staff to assist with searches, or intimidate users who prefer the familiar paper-based (i.e., card or print-out) catalogs organized by author, title, and/or subject. User preference can be an important factor in deciding whether to automate and what type of system to select.

Training. In almost every case the DIC manager will have to spend a significant amount of time learning how to use the automated system. How much time this will take depends on the manager's familiarity with computers and on the complexity of the system chosen. It is important to know that any plan for automation should take into account (1) learning how to use the computer itself and (2) training in the library system software selected. Another factor to consider is the source of the training. All three systems in use at DIC's (Wang, Sci-Mate, and MicroDIS) can be self taught, although help from the local computer staff and externally-provided training can speed the learning process. Can local computer staff provide training support in equipment use and maintenance procedures? Will other training support be needed (e.g., on-site, in the region, or in A.I.D./Washington)?

Time. In addition to the time spent in training, automation usually involves an extended start-up time during which new cataloging guidelines and other DIC procedures are developed, and DIC files and catalog information are converted into some machine-readable form. If existing records on catalog cards need to be keyed in to the computer, and if only one subject heading (or keyword) is currently assigned, then the DIC may need to allow about 15-20 minutes per item for identification of additional keywords and entry of the entire record. For a collection of 500 documents, assuming that ten hours are devoted to this each week, the whole process will take at least 4 months. Sometimes the manager will decide that the collection should be weeded or reorganized (reclassified) during the conversion process, which takes more time. Time will also be needed for equipment maintenance and troubleshooting.

Money. If the DIC chooses a system that runs on the Wang OIS or VS, arrangements will need to be made to share use of the Mission's minicomputer system. Otherwise, automation most likely will involve purchase of the necessary equipment (usually a personal computer with a hard disk and a printer), maintenance agreement, and, possibly, software. While it is possible for a DIC to share a personal computer with another Mission office, the DIC must have uninterrupted use of the equipment during its hours of operation. A personal computer (PC) dedicated to the DIC is preferable to a minicomputer system.

2.6.2 Software options

Several automation software packages are currently in use in DIC's (see Exhibit 2.9). As the following descriptions indicate, each system offers slightly different capabilities, requires varying levels of training and support from Mission computer staff, uses different equipment, and entails slightly different costs.

Wang Word Processing runs on any standard OIS or VS system. It supports entry of a simple catalog record and uses Wang field delimiters and sort capability to produce paper copy catalogs and acquisitions lists organized by author, title, or major subject. The system does not adapt

well to online searching, however. Of the three options, this approach requires the least amount of staff training and time to implement.

Sci-Mate Manager is a commercial package produced by the Institute for Scientific Information in Philadelphia, PA ($295). The latest release (2.1) runs on the IBM PC or compatible equipment, or on a Wang PC with IBM emulation (version 2.0 ran on a Wang PC in native mode, but this is no longer supported). Sci-Mate has the advantage of allowing online searching of any part of the catalog record (free text searching). It requires an initial investment of time, however, to define the catalog database and report formats, and has only a limited capability to produce

Characteristics	Wang WP	Sci-Mate	MicroDIS
Hardware requirements			
Wang OIS or VS	x		
Wang PC w/ IBM emulation		x	x
IBM PC or compatible		x	x
Software cost			
Purchase		x	
Free to DIC's	x		x
Functions			
Cataloging	x	x	x
Online searching		x	x
Paper copy catalog	x		
Circulation			x
Acquisitions tracking			x
Statistical reporting			x
Acquisitions lists/bibliographies	x	x	x
Catalog database			
Locally defined, variable length fields	x	x	
Pre-defined, fixed length fields			x
Support services available from CDIE/DI			
Training (at cost)			x
Technical support		x	x
Transfer of DIS records		x	x
Conversion from another system		x	x
Technical support			
Required locally	x	x	x
Maximum catalog capacity			
10,000 records	x		x*
Limited to maximum file size of 32 million characters		x	

*Note: MicroDIS can exceed the 10,000 record limit by operating it on 80286 or 80386 class microcomputers.

Exhibit 2.9 DIC software packages

sorted paper copy catalogs. Production of bibliographies requires an additional module (Sci-Mate Editor, $195).

MicroDIS is a library automation software package developed by CDIE, and is available free-of-charge to A.I.D. Missions, offices, and projects, and to associated host country institutions. MicroDIS runs on IBM PC compatible equipment (including Wang PC's with IBM emulation); a hard disk and 512K of memory are required. Separate modules within MicroDIS support cataloging, online searching (by author, title, subject, type of document, call number, and date ranges), circulation control, statistical reporting, acquisitions tracking, and several online textual reference files. All options are menu driven and data entry screens are pre-formatted. Acquisitions lists and bibliographies are easily produced. MicroDIS is not recommended for users wanting paper-copy catalogs of over 500 records, and users with over 1,000 records should have a tape back-up unit.

CDIE in Washington can provide more information about any of these systems, and can also provide technical assistance in evaluating DIC automation needs and in selecting a system.

Naturally, any final decision on whether to automate and which system to select will depend on the specific situations of individual Missions and their DIC's that cannot be anticipated here. One thing can be said with certainty, however: the most fundamental requirement of any automation project is a clear understanding of what a DIC hopes to accomplish. Regardless of whether the objectives of automation are modest (e.g., to improve maintenance of a paper copy catalog) or complex, they form the basis for all other decisions, and for a successful transition to improved DIC capabilities.

2.7 Recordkeeping and communications

It is up to the DIC manager to keep a record of written communications directly affecting activities of the DIC. The term "communications" here refers to memoranda, letters, cables, request forms and acquisition-related materials such as purchase orders, requests for check issuance, etc. Organizing these communications logically will provide a means of dealing with the large amounts of paperwork on a daily basis and will provide the written record so often needed for reference. Most Mission DIC's are autonomous offices; that is, they function on their own regarding office activities. They may be part of one division within the Mission, but all records, orders and communications directly related to the DIC are kept at the Center. Therefore, the suggestions below presume that most records and communications related to DIC activities are maintained by the DIC manager.

2.7.1 Chronological files

Chronological files are kept by date, the last item received or sent on top. Because the Agency for International Development has a fiscal year which runs from October 1st through September 30th, it is suggested that all chronological files match these dates with the most recent date on top.

Acquisition/order files. A significant amount of written communication will be generated for the purpose of acquiring DIC resources. Organize the acquisition/order file by the original DIC order date, plus any pertinent information. It is

important to keep all information together regarding one order for follow-up purposes. As suggested in Section 3.4 (Acquiring resources), it is helpful to maintain a 3 inch x 5 inch index card file for easy reference as to the status of orders. The acquisition/order file should contain:

- communications - letters, requests for pro forma invoices, responses from publishers, requests for free materials etc.;
- purchase orders, if any; and
- other pertinent information - for example, a photocopy of the U.S. government check issued for an order.

User request files. Requests by users for information or documentation should be held together in a separate file. If you choose to use the suggested DIC Reference Request Form (Exhibit 4.4), keep the request forms together along with the DIC Action Form (Exhibit 4.5).

Miscellaneous correspondence. Maintain a separate chronological file of miscellaneous correspondence. Interoffice memoranda and letters not related to a request or to an acquisition can be kept together.

2.7.2 Purchase orders

Although it may seem redundant to keep a purchase order file in addition to the acquisition/order file noted above, the General Services Office (GSO) or the Executive Office (EXO) within the USAID Mission tracks orders and checks through a separate system based on the purchase order number. Keep a separate file with a photocopy of the purchase orders issued in case there is a problem which will require working with the EXO or GSO staff and organize this file by the same system used by the Executive Office, that is, by purchase order number.

2.7.3 Cables

Keep a file of cables (incoming and outgoing), separate from the chronological files. Communications between Missions and between the Mission and A.I.D./Washington are normally handled through cables or the International Communication System (ICS). If cables are drafted but not sent from the Center, a request should be made to the secretary who types them to send the DIC a copy of the cable, or a "comeback" copy should be requested from the Embassy after the cable is sent. Cable files are usually kept in *numerical* rather than *sequential* order (see examples of incoming and outgoing cables in Exhibit 2.10). For more information on formatting cables, see A.I.D. Handbook 21, part one or ask for guidance from one of the secretaries in the Mission.

2.7.4 ICS (International Communication System)

Several USAID Missions communicate with A.I.D./Washington via the International Communication System (ICS). This system uses WANG OIS, VS or WANG PC equipment, telecommunications software developed by M/SER/IRM and a dedicated satellite link or direct dial long distance telephone link. Information requests and responses can be communicated almost instantaneously.

For example, DIC's can use this link to transmit research and reference inquiries

to CDIE, and to receive the response. If a Mission does have such a link established, copies of the Center's ICS communications should be kept together by number. Because the numbering system is not the same as that for cables, it is suggested that the DIC set up its own numbering system. One way to do this is to use the International Standards Organisation (ISO) two-digit standard country code (Appendix C) published by the United Nations Statistical Office, plus the last two digits of the fiscal year, plus a sequential number. For example, the first request for FY88 from Egypt would appear as EG-88-1. The numbering system also enables the recipient of ICS communications to identify the request to which they are responding. Remember to use the fiscal year as the date (October 1st - September 30th), as all other communications with A.I.D./Washington are based on that system.

ACTION COPY

UNCLASSIFIED

Department of State

INCOMING TELEGRAM

PAGE 01 DHAKA 01760 070335Z 7319 016647 AID5377
ACTION AID-00

ACTION OFFICE PPCE-01
INFO ANPD-05 AMAD-01 PPPB-02 PPMF-01 ANTR-06 STAG-02 SAST-01
ES-01 RELO-01 ANSA-03 /024 A0

INFO LOG-00 NEA-04 /004 W
173171 070335Z /38

R 070334Z MAR 88
FM AMEMBASSY DHAKA
TO SECSTATE WASHDC 6911

UNCLAS DHAKA 01760

AIDAC

FOR R AND RS, PPC/CDIE/DI, JAENNE TIFFT

E.O. 12356: N/A
SUBJECT: REQUEST FOR PPC/CDIE RESEARCH SERVICE

1. USAID/BANGLADESH WOULD APPRECIATE YOUR ASSISTANCE IN PROVIDING INFORMATION ON THE IMPACT OF INPUT SUBSIDIZATION VERSUS PRODUCT PRICE SUPPORT ON BOTH AGRICULTURAL OUTPUT AND DISTRIBUTION OF INCOMES, PARTICULARLY OF MARGINAL FARMERS. WE ARE AWARE THAT THIS IS A BROAD TOPIC UPON WHICH MUCH HAS BEEN WRITTEN AT BOTH THEORETICAL AND QUANTITATIVE LEVELS. IN FACT, THERE IS A LARGE BODY OF LITERATURE SPECIFIC TO BANGLADESH. BEFORE WE DEVOTE ANY LARGE AMOUNT OF RESOURCES TO A LITERATURE SEARCH OR STUDY, WE THOUGHT WE WOULD SEE WHAT IS IMMEDIATELY AVAILABLE THAT MIGHT FIT OUR STILL ONLY PARTIALLY DEFINED NEEDS.

2. WE WOULD LIKE TO HAVE A RESPONSE FROM YOU BY MARCH 25TH. THIS WOULD BE IN TIME FOR ITS INCORPORATION INTO OUR BRIEFING PAPERS IN PREPARATION FOR THE BANGLADESH DONORS MEETINGS IN PARIS IN EARLY APRIL. USAID, THE IBRD, AND SOME OTHER DONORS ARE AT THE FOREFRONT OF EFFORTS TO REMOVE INPUT SUBSIDIES, RAISE INTEREST RATES ON AGRICULTURAL LOANS TO LEVELS WHICH WILL PERMIT THE BANKING SYSTEM TO BE FINACIALLY VIABLE, AND ELIMINATE CONSUMER SUBSIDIES TO MIDDLE AND UPPER CLASS PEOPLE. THIS POSITION MAY BE QUESTIONED IN PARIS BY YET OTHER DONORS AND BY THE BANGLADESH GOVERNMENT.
3. SINCE OUR REQUEST DOES NOT GIVE YOU MUCH TIME FOR A FIRST CUT, MAY WE SUGGEST THE FOLLOWING (LISTED IN PRIORITY):

A. NOTIFY US IF YOU HAVE DONE A SIMILAR SEARCH FOR OTHERS IN THE PAST, AND STATE HOW EXTENSIVE IT WAS;

B. INFORM US ABOUT BACKGROUND PAPERS, BIBLIOGRAPHIES, ANNOTATED BIBLIOGRAPHIES, ETC. THAT MIGHT STILL BE AVAILABLE THAT WERE DONE IN PREPARATION FOR THE 1982 A.I.D. POLICY PAPER QUOTE PRICING, SUBSIDIES, AND RELATED POLICIES IN FOOD AND AGRICULTURE UNQUOTE.

C. QUERY THE REGIONAL BUREAUS, PPC, AND S&T TO SEE IF THEY KNOW OF WORK COMPLETED ON THIS TOPIC SINCE 1982 OR CURRENTLY UNDERWAY.

4. PLEASE LET US KNOW IMMEDIATELY IF OUR REQUEST CAN, IN WHOLE OR IN PART, BE FULFILLED IN SUCH A SHORT PERIOD OF TIME, AND WHETHER WE HAVE OVERLOOKED OTHER SHORT RUN APPROACHES. THANK YOU FOR YOUR ASSISTANCE. DE PREE

Exhibit 2.10 Sample cables

UNCLASSIFIED

Department of State

OUTGOING TELEGRAM

PAGE 01 STATE 081855 8095 022649 AID4043
ORIGIN AID-00

ORIGIN OFFICE PPCE-01
INFO ANPD-05 AMAD-01 PPPB-02 PPMF-01 ANTR-06 STAG-02 STPO-01
SAST-01 RELO-01 ANSA-03 /024 A0

INFO LOG-00 NEA-04 /004 R

DRAFTED BY: AID/PPC/CDIE: K. CHRISTOPHERSON: WLJ
APPROVED BY: AID/PPC/CDIE: M. BROWN
ANE/SA: A. MCDONALD (INFO)
----------052041 180636Z /38

R 180609Z MAR 88
FM SECSTATE WASHDC
TO AMEMBASSY DHAKA

UNCLAS STATE 081855

AIDAC

E.O. 12356: N/A
TAGS: N/A
SUBJECT: INFORMATION REQUEST ON INPUT SUBSIDIZATION/PRODUCT PRICE SUPPORT IN AGRICULTURE

REF: 01760 TO JEANNE TIFFT, PPC/CDIE/DI/R&RS

JEANNE TIFFT HAS PASSED ON YOUR VERY WELL WORDED SUBJECT INFORMATION REQUEST TO KAAREN CHRISTOPHERSON AND SEAN DUFFY IN R&RS FOR COMPLETION.

CURRENTLY WE HAVE NO INFORMATION ON FILE TO ANSWER YOUR SPECIFIC QUESTIONS. HOWEVER, YOU SHOULD KNOW THAT WE HAVE RECEIVED A REQUEST FROM ROBERT NAVIN OF USAID/DHAKA FOR A PACKAGE OF INFORMATION WE RECENTLY COMPLETED FOR ANOTHER MISSION ON AGRICULTURAL POLICY ANALYSIS AND HAD PLANNED TO POUCH THIS MATERIAL TO HIM THIS WEEK (WEEK OF MARCH 14). THIS MATERIAL IS OF A MORE GENERAL NATURE AND INCLUDES ABOUT FIFTEEN IBRD AND A.I.D. DOCUMENTS.

AT THIS POINT WE SHOULD BE ABLE TO PROVIDE YOU WITH A BIBLIOGRAPHY OF A.I.D. AND NON A.I.D. RESOURCES, INCLUDING ABSTRACTS, WHICH WE WILL OBTAIN BY PERFORMING A LITERATURE SEARCH OF BIBLIOGRAPHIC DATABASES,

INCLUDING A.I.D.'S. WE WILL ALSO CONTACT THE IBRD, OTHER DONORS AND THE A.I.D. BUREAU OFFICES YOU LIST AND WILL ADD ANY RESOURCES THEY SUGGEST TO THOSE COLLECTED ONLINE. WE WILL ALSO SEE WHAT PREPARATION MATERIALS FROM THE 1982 POLICY PAPER YOU CITE ARE STILL AVAILABLE.

WE WILL SEND A CABLE CITING THOSE SOURCES WHICH WE CAN DETERMINE WOULD BEST ANSWER YOU REQUEST. WE WILL FOLLOW UP WITH PAPER COPY OF THE BIBLIOGRAPHIES VIA POUCH. PLEASE SPECIFY THE INDIVIDUAL OR OFFICE TO WHOM THIS PACKAGE SHOULD BE DIRECTED.

IF YOU SHOULD HAVE FURTHER QUESTIONS OR INFORMATION, THESE MAY BE DIRECTED TO EITHER KAAREN CHRISTOPHERSON OR SEAN DUFFY AT CDIE/DI. SHULTZ

Exhibit 2.10 (continued)

3.0 Managing and Organizing Resources

3.1 Introduction

3.2 Selection of resources

3.2.1 Developing a selection policy
3.2.2 Identifying sources of development information

3.3 Deselection/weeding of resources

3.3.1 General guidelines for weeding
3.3.2 Weeding periodicals
3.3.3 Weeding A.I.D. resources
3.3.4 Weeding non-A.I.D. resources

3.4 Acquiring resources

3.4.1 Postal considerations
3.4.2 How to obtain A.I.D. resources
3.4.3 How to obtain non-A.I.D. resources

3.5 Organizing resources for use

3.5.1 Establishing an organizational framework
3.5.2 Cataloging documents
3.5.3 Organizing and processing periodicals

3.1 Introduction

A key element in a successful DIC is a varied collection of A.I.D.-supported and non-A.I.D. resources.[1] Section 3 focuses on the selection, management, and organization of DIC resources.

Section 3.2 (Selection of resources) notes the key sectors of A.I.D.'s development priorities; provides a framework for developing a DIC Selection Policy; and, identifies sources of development information which are relevant to a Mission DIC.

Section 3.3 (Deselection/weeding of resources) suggests guidelines for discarding A.I.D. and non-A.I.D. resources which are irrelevant or outdated.

Section 3.4 (Acquiring resources) describes in detail some considerations when ordering and obtaining A.I.D. and non- A.I.D. resources and includes charts of resources and possible sources.

Section 3.5 (Organizing resources for use) includes guidance on cataloging and indexing of resources, including serials.

3.2 Selection of resources

3.2.1 Developing a selection policy

When making decisions regarding selection of materials for a DIC, the manager must keep in mind the larger A.I.D. policy framework in which the DIC operates. The scope of Mission priorities and sectors of interest, both in the fields of foreign economic assistance and subject areas related to A.I.D.'s project and non-project assistance, will provide a direction for the selection of materials.[2] In this way the DIC collection will either reflect the needs of the A.I.D. staff in fulfillment of their duties or provide for a convenient reference for non-A.I.D. users working in the field of international development.

An important function of a selection policy is to guide decisionmaking which affects the nature of a DIC's collection. The policy can help to: provide continuity in a collection, particularly in situations where there is frequent supervisory and/or staff turnover; help the manager estimate annual acquisitions costs; and, more narrowly, standardize the acquisition procedure

1 The nature of these resources is varied, but can include: annual reports, audio-visual materials, non-classified A.I.D. documents, dictionaries, directories, dissertations, encyclopedias, other U.S. government documents, periodicals, handbooks and manuals, maps, microforms (microfilm, microfiche, etc.), newsletters and newspapers, online database searches (through A.I.D./Washington), and statistical information.

2 Some sectors of development interest to A.I.D. are agriculture, economic and social development, economics, finance and management, education, training and human resources development, energy, environmental and natural resources, health and nutrition, housing, industry, trade, and export promotion, institutional development, population and family planning, private enterprise, rural, regional, and urban development, sanitation, sewerage, and water, and transportation.

so that it is not subject to the biases of one person or management group. Remembering that a manager will be responsible for making decisions within the A.I.D. framework, the policy can be used to provide an overview of the DIC and the collection as a whole, which can be presented to supervisory and/or A.I.D./Washington personnel.

Development Information Center
Statement of Purpose

The purpose/role of the Development Information Center is to maintain a collection of development materials which responds to the information needs of the Mission. The collection will center around Mission projects and non-project like assistance to the host country, but not be limited to it. The center will also strive to offer a more general, well balanced reference section which satisfies the interests and information needs of USAID Mission users and contract staff.

Exhibit 3.1 Sample DIC statement of purpose

Many libraries develop a selection policy to guide acquisition of resources. The nature of that policy, however, can vary from formal to somewhat informal - the importance being primarily that some concrete policy has been set. The A.I.D. Library in Washington recently set its own policy, a copy of which can be obtained from the Library. A sample Mission statement of purpose, which is much less formal than the A.I.D. Library policy, is presented in Exhibit 3.1.

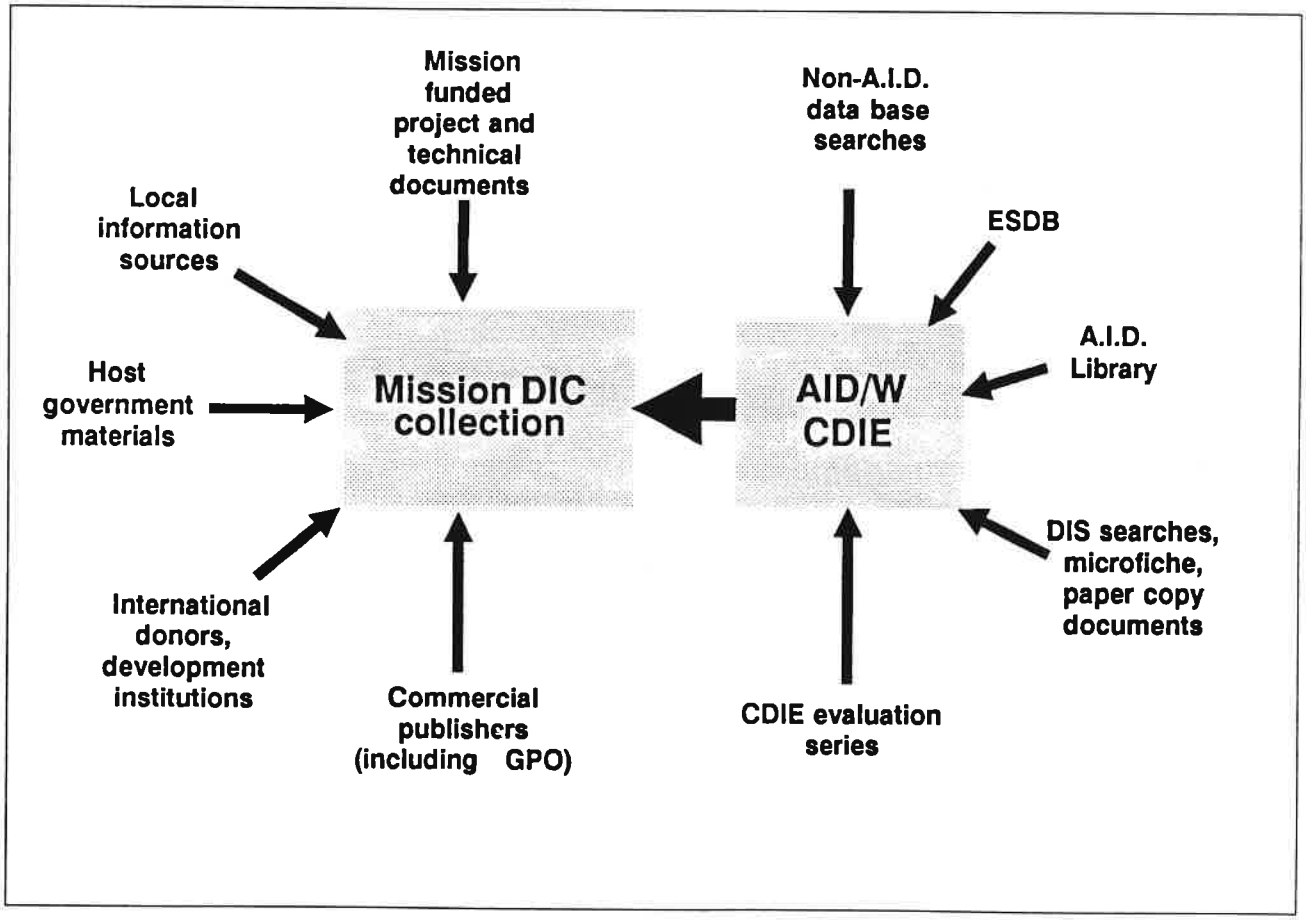


Exhibit 3.2 Sources of DIC materials

An equally important function of a selection policy is to meet the information needs of the Mission staff. Again, this is based on the manager's ability to assess the general information needs of the users (see Section 2.3). It may also be helpful to focus on areas of interest shared by various Mission personnel. The entire management operation of the DIC (from acquisitions to budgeting) will be facilitated if a resource is relevant to more than one person and/or professional task.

3.2.2 Identifying sources of development information

Exhibit 3.2 summarizes organizational sources of new materials; Exhibit 3.3 provides the addresses of some of the most commonly used of these. Appendix A provides a list of specific A.I.D. and non-

Agribookstore
Winrock International
1611 North Kent Street,
Arlington, VA 22209

BOSTID Board on Science and Technology for International Development
2101 Constitution Ave., N.W.
Washington, D. C. 20418

Commonwealth Agriculture Bureaux
Farnham House
Farnham Royal Slough
U. K. SL2 3BN

CGIAR Consultative Group on International Agricultural Research
1818 H Street, N. W.
Washington, D. C. 20433

FAO Food and Agriculture Organization of the U.N.
Via delle Terme di Caracalla 00100
Rome, Italy

ILO International Labour Organization
CH-1211 Geneva 22,
Switzerland

IDRC International Development Research Centre
P. O. Box 8500
Ottawa, Ontario
Canada KIG 3H9

IFPRI International Food Policy Research Institute
1776 Massachusetts Ave. N.W.
Washington, D. C. 20036

OECD Organization for Economic Cooperation and Development
2001 L St. N.W. Ste 700
Washington, D. C. 20036

PAHO Pan American Health Organization,
525 23rd Street, N.W.
Washington, D. C. 20037

Peace Corps Information Collection & Exchange
806 Connecticut Ave., N.W.
Washington, D. C. 20526

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

Tropical Development and Research Institute
127 Clerkenwell Road
London U. K.
EC 1R, 5DB,

UNICEF
866 United Nations Plaza
New York, NY 10017

UNIPUB/BERNAN
10033-F George Palmer Highway
Lanham, MD 20706

UNDP United Nations Development Programme
747 Third Avenue
New York, NY 10017

U.N. Information Centre Library
1889 F Street, N.W.
Washington, D. C. 20433

U. S. Department of Agriculture
National Agriculture Library
Beltsville, MD 20705

United States Information Agency
301 - 4th Street, S. W.
Washington, D. C. 20547

University Microfilms International
300 N. Zeeb Road
Ann Arbor, MI 48106

VITA Volunteers in Technical Assistance
1815 North Lynn Street, Suite 200
Arlington, VA 22209

WASH Water and Sanitation for Health Project
1611 N. Kent Street, Room 1002
Arlington, VA 22209

World Bank
Room C-913
1818 H Street, N. W.
Washington, D. C. 20433

WHO World Health Organization
(International Office)
1211 Geneva 27
Switzerland

Exhibit 3.3 Names and addresses of commonly used sources of development information

A.I.D. resources suggested for most DIC collections.

Various sources of information may aid the DIC manager in the potential identification of resources. These include:

- recommendations of USAID professional staff (see Section 2.3);
- recommendations from CDIE/DI;
- acquisition lists from the A.I.D./Washington Development Information System (DIS) - project, technical and evaluation reports; ARDA (A.I.D. Research & Development Abstracts);
- publishers lists;
- directories;
- bibliographies;
- literature searches;
- data base searches;
- exchange programs with local libraries, universities, other donors and, when applicable, the local Library of Congress acquisition staff;
- local references sources, e.g., USIS Library; Embassy Libraries; Peace Corps; Host country ministries; universities; local bookstores; local research organizations (e.g. ILCA); UN (FAO, UNESCO, UNDP, WHO); World Bank; PVO's such as Catholic Relief Services (CRS), CARE, and Lutheran World Relief (LWR); and
- other donors or organizations involved in development assistance.

3.3 Deselection/weeding of resources

In addition to a selection policy, it is helpful to establish some guidelines for deselecting DIC resources. Deselecting is also known as culling or weeding and these terms will be used here interchangeably. The goal of weeding is to eliminate unnecessary materials while retaining important documents. A deselection policy can help the DIC manager to:

- free up space by discarding unused or outdated resources;
- keep the DIC collection manageable in size; and
- align the resources with the needs of the users.

Section 3.3.1 discusses *general* guidelines for weeding. Sections 3.3.2 through 3.3.4 provide *specific* guidelines for weeding periodicals and A.I.D. and non-A.I.D. materials.

A summary of the weeding guidelines is presented in Exhibit 3.5.

3.3.1 General guidelines for weeding

Guidelines which should help in the deselection process of all the resources (references and periodicals) in the DIC include the following:

- use information provided by Mission staff regarding project priorities to help set guidelines for weeding;

- keep only two paper copies of any resource, especially if the source document is on microfiche;

- review Appendix A for suggested resources which may be included in a DIC;

- continually assess relevance to users of DIC resources;

- if possible, hire a short-term assistant to aid culling;

- identify ahead of time recipients of culled materials, but don't be obsessed with finding a home for each deselected item; and,

- visit local libraries, including USIS and other donor information centers or libraries to pursue inter-library loan (ILL) arrangements and to avoid duplication with their collections.

After resources have been identified for deselection, the DIC manager has several choices for disposing of them. Culled materials which the Mission does not want to fall into the wrong hands should be shredded (*Status of Loan Agreements*, for example). Deselected items which may no longer be relevant for the DIC or are outdated and have been superceded by a new edition can be donated to a local school or institution. Finally, the DIC manager can send extra copies or deselected A.I.D. related items to the CDIE Development Information System (DIS). Deselected items can be mailed or pouched to CDIE/Acquisitions.

3.3.2 Weeding periodicals

Annuals of a general reference nature (yearbooks, directories, almanacs, and indexes published annually) should be replaced by new editions. Superceded editions can be kept up to 3 years, then donated.

Periodicals/serials/journals regularly received but not of a general reference nature can be culled annually. Weekly or biweekly publications can be discarded after 6 months. For development or sector-specific journals of special interest to one of the USAID staff members, consider retaining the journal for an additional year, after which the staff member can house them in his/her office or they can be donated to a local institute or school.

Newspapers should be kept up to 2 or 3 months, as determined by staff needs. Clip relevant articles as soon as possible and discard the unused portion. Newspapers take up much needed DIC space.

Newsletters are in-house publications which are used as current awareness tools by the DIC or the Mission; past issues are of marginal value. Discard all issues except for the most recent one, or pass them on to the Mission staff member most likely to want them. If there is no interest or need expressed, discard them.

Incomplete sets of serials, those for which you may have received only one or two issues, should be discarded. Withdraw any serials index cards for these publications from the serials card file.

Telephone directories (except for the Washington D.C. vicinity) should be discarded or donated as they take up space, are outdated quickly and are probably located at the Embassy or USIS library.

3.3.3 Weeding A.I.D. resources

When weeding A.I.D. materials, it is important to know that there are two sources for A.I.D. materials - the Mission itself and A.I.D./Washington - since materials from each source should be treated differently. It is not always easy to know what A.I.D. materials can be weeded safely, but the following points should be kept in mind:

Mission institutional memory - part of the DIC's role within the Mission is to maintain an "institutional memory" for past and present Mission activities, including project and non-project assistance. The DIC should retain copies of all major Mission reports or documents not normally suited for office files (e.g., papers, summaries, feasibility studies, together with PID's, PP's and any evaluations done on the project, but not interoffice memoranda, letters, cables or Project Implementation Letters [PIL's]).

A.I.D. institutional memory - similarly, the DIC can also play a crucial role in contributing to the Agency's institutional memory, the Development Information

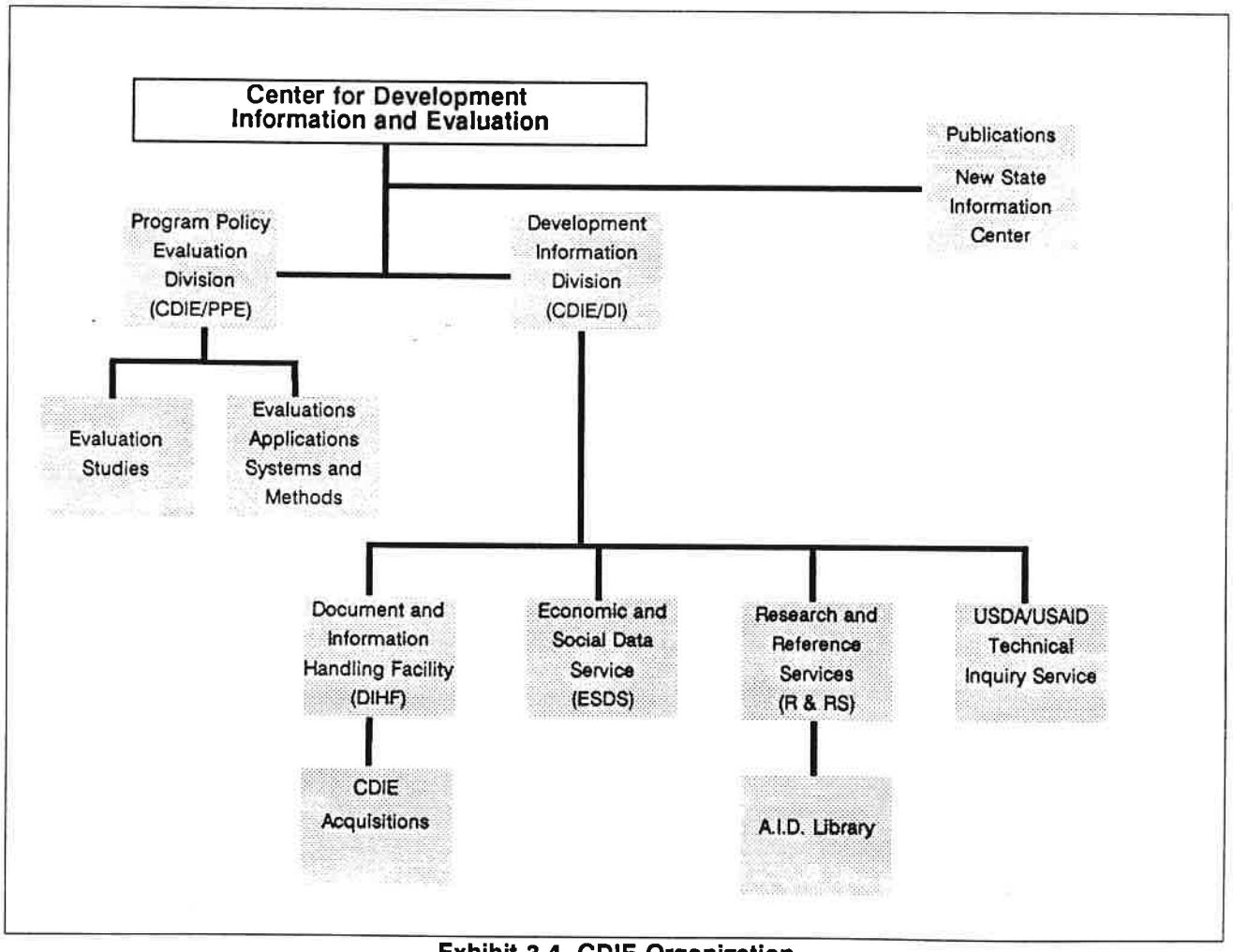


Exhibit 3.4 CDIE Organization

System. Recent decentralization of A.I.D.'s activities to the Missions has resulted in information gaps - documents produced at the Mission may not be included in the Development Information System. The DIC can thus provide a link between the Missions and A.I.D./Washington.

When a major culling operation is planned, take the time to obtain a printout from CDIE indicating all the Mission project, non-project and technical documents which are currently on A.I.D.'s Development Information System. Since A.I.D. is interested in documents on projects sponsored or co-sponsored by them which may have been overlooked and not entered into the DIS, the DIC manager is in a key position to advise them of any missing materials. Of particular interest are PVO or contractor materials on projects fully or partially funded by A.I.D. If the Mission or the DIC only has one copy of a document which is missing from the DIS printout, CDIE/Acquisitions will see that the document is microfiched and returned to the Mission.

A.I.D. publications - the DIC should have on hand copies of current A.I.D./Washington policy papers and determinations, CDIE evaluation publications, and in some cases, the A.I.D. Handbook series.

Specific guidelines for Mission and A.I.D./Washington resources follow.

- **General.** Keep all Mission reports, summaries, studies, etc. that relate to on-going Mission activities. As noted before, do not shelve items such as interoffice memoranda, letters, cables and other documentation more suited to office files.

CDIE Acquisitions

PPC/CDIE/DI
Room 209, SA-18
Washington D.C. 20523-1802

- **Project Identification Documents (PID's), the Project Paper (PP) and any amendments, and all evaluations (PES's, mid-term evaluations, final evaluations)** completed for the Mission should be kept indefinitely for both active and inactive projects. If an extra copy is available, send it to CDIE/Acquisitions for possible inclusion in the DIS.

- **Technical documents** sponsored by the Mission through an A.I.D. contractor or consultant, some of which may not necessarily be related to an on-going project, can also be kept indefinitely. For example, in the pre-PID stage of a project, feasibility studies are often undertaken by sector experts. Keep copies of any reports fully or partially funded by A.I.D. If an extra copy is available, send it to CDIE/Acquisitions for possible inclusion in the DIS.

- **Other Mission documentation** should be culled and sent to either the Mission Projects Division or to CDIE/Acquisitions (one copy only) for possible inclusion in the DIS.

- **A.I.D. Handbooks** are guidelines for Mission and Agency activities and should be kept indefinitely. Updates are sent automatically from

	A.I.D./Washington resources	USAID Mission resources	Non-A.I.D. resources
Project documents (PID's, PES's, etc.)	Keep/discard according to relevance	Keep indefinitely; send copies to CDIE/Acquisitions	Keep 5-7 years according to relevance
PVO and other donor documents			Keep 5-7 years according to relevance
Technical documentation	Keep/discard according to relevance	Keep indefinitely; send copies to CDIE/Acquisitions	Keep 5-7 years according to relevance
Handbooks	Keep complete set		
Policy Papers	Keep indefinitely		
CDIE Evaluation publications	Keep complete set		
General resources			Keep until outdated/superceded by new edition/ask staff
Host country documents			Keep indefinitely
Non-development related materials			Discard/donate
Phone books			Keep Washington D.C. edition only
Annuals	Renew annually; keep 3 years		Renew annually; keep 3 years
Periodicals	Discard: weeklies every 6 months, monthlies annually		Discard: weeklies every 6 months, monthlies annually
Newsletters	Discard all but current issue		Discard all but current issue
Other documents		Cull and send to CDIE/Acquisitions	
Microfiche/videotapes	Keep all fiche and videotapes	Keep all fiche and videotapes	Keep all fiche and videotapes

Exhibit 3.5 Summary of weeding guidelines for Mission DIC's

Washington and should be inserted immediately. If a set is incomplete, contact:

M/SER/IRM/PE
Room 1100 B, SA-14
A.I.D./Washington
or telephone (703) 875-1641.

- **A.I.D. policy papers and determinations** also provide guidance regarding Agency policies and should not be discarded - put them in an easily accessible notebook for reference. Keep extra copies on hand for outside users.

- **CDIE publications.** The PPC/CDIE office sponsors several series of evaluation publications, a complete set of which should be in the DIC. The Document and Information Handling Facility (DIHF) at 7222 47th St., Suite 102, Chevy Chase, MD 20815 can provide any missing items.

- **Microfiche.** Retain all microfiche indefinitely (even if there is a hard copy of the document) as they take up very little space.

- **Videotapes.** Keep all videotapes. PPC/CDIE is also maintaining an inventory of Agency videotape resources. Forward an inventory list of tapes to CDIE/Acquisitions for CDIE review and retention.

- **Other A.I.D. resources.** There is a wealth of material published or sponsored by the various Bureaus and offices within the Agency. Rather than provide weeding guidelines for each one, it is suggested that the DIC manager look over the suggested A.I.D. references for a DIC listed in Appendix A.1. If the DIC manager has deselected items but is unsure about their possible importance to either the Mission or A.I.D./Washington, the materials should be set aside temporarily. A list of the items should be compiled and sent to CDIE/Acquisitions for additional guidance on retention.

3.3.4 Weeding non-A.I.D. resources

General resources. Most DIC's accumulate resources of a general nature for various development topics (i.e., basic books on housing, agricultural trends, economics, etc.). In many cases these materials have been donated by the departing Mission staff and are often outdated. Some of them may still be valid references for DIC users, however, even though they can be 10-15 years old. Set aside any references which seem to be of questionable relevance and ask Mission staff for guidance on retention.

Encyclopedias. If a set is less than 5 years old, retain it; if more than 5 years old, donate it to a local school and order a one volume encyclopedia (see Appendix A.2).

General Americana. Items dealing with U.S. subjects not related to Mission areas of interest, such as labor, government, U.S. culture, etc. should be donated to the USIS Library or other interested information center.

Host country documents. Retain these materials indefinitely, particularly country plans, country strategy reports and any statistical reports, surveys or analyses. Check with the local equivalent of the Government Printing Office or Bureau of Statistics for what is currently in print. If a document is less than 5 years old or no longer in print, careful consideration should be given before discarding it. The Library of Congress (LOC), International Division, may be interested in documents of a more historical nature. Check with the host country's LOC office or regional LOC representative.

Post reports and background notes. Keep these until superceded by a more recent edition. Most U.S. Embassies or Community Liaison Offices within the Embassy keep a complete set. Discard any outdated editions.

Other donor and PVO documents. Working papers, technical reports, feasibility studies relating to the host country or region will be a valuable resource to DIC users. Keep these documents 5-7 years, depending on content - if they contain outdated information, discard them; if the information is still valid, retain them.

Company catalogs. Except for library supply catalogs such as Gaylord and Brodart, company catalogs are not appropriate for the DIC; they belong in the Mission's Procurement or Executive Office.

Other U.S. Government documents. From time to time documents from other U.S. Government offices will need to be culled. Unless specifically related to an ongoing Mission activity, discard or donate them.

Ephemera. Other materials such as pamphlets, notifications of upcoming seminars, and resumes should be set aside for the staff to look over and should be kept for short periods of time. When in doubt, discard or ask for guidance from the DIC supervisor or EXO.

3.4 Acquiring resources

Acquiring (ordering and obtaining) development materials for the DIC and Mission staff from a variety of sources is one of the chief (and one of the most time consuming) tasks of the DIC manager (see Exhibit 3.6). Some of the activities involved in the process of ordering/obtaining materials are:

- acquiring Mission-funded documentation from project managers, division chiefs, contractors, and other USAID Mission sources;
- requesting materials listed in acquisitions lists, bibliographies, and other A.I.D. sources from A.I.D./Washington;
- reviewing and requesting materials from development bibliographies, newsletters, catalogs, and publications lists;
- requesting free publications from other donor agencies;
- investigating local sources such as government ministries, non-governmental organizations (NGO's), international organizations, private voluntary organizations (PVO's), universities, and bookstores; and
- filling and processing orders and requests for books, technical reports, and serials from commercial and non-commercial sources.

Section 3.4.1 draws attention to mail considerations for receiving documents in the DIC. Section 3.4.2 discusses how to obtain A.I.D. resources. Section 3.4.3 discusses the various options for obtaining and ordering non-A.I.D. resources.

3.4.1 Postal considerations

When acquiring materials for the DIC or for Mission staff members, the DIC manager should be aware of any restrictions regarding receipt of mail at the Mission. There are three basic postal systems used by Missions:

Unclassified pouch. Missions can receive mail through the 20523 + four digit mission code zip code, so it is available for use by the DIC manager for DIC materials and supplies. Keep in mind pouch limitations, however, when ordering documents and supplies. The size limit is 12x14x18 inches (about the size of a Xerox paper box) and the poundage limit is 40. Check with the Communications and Records (C&R) office in the Mission for clarification of any additional restrictions which may apply to the DIC.

APO/FPO. Some Missions are fortunate enough to have access to the APO/FPO (military postal system). Certain size and weight restrictions must still be kept in mind, however. Length and girth cannot exceed 108 inches and the weight limit is 70 pounds. Check with the Embassy APO/FPO clerk or with the Mission C&R office for any restrictions on usage. This system should be used whenever possible since it will substantially diminish delivery time for materials coming through the U.S. postal system.

International. All USAID Missions also have an international post box address through which they receive mail outside

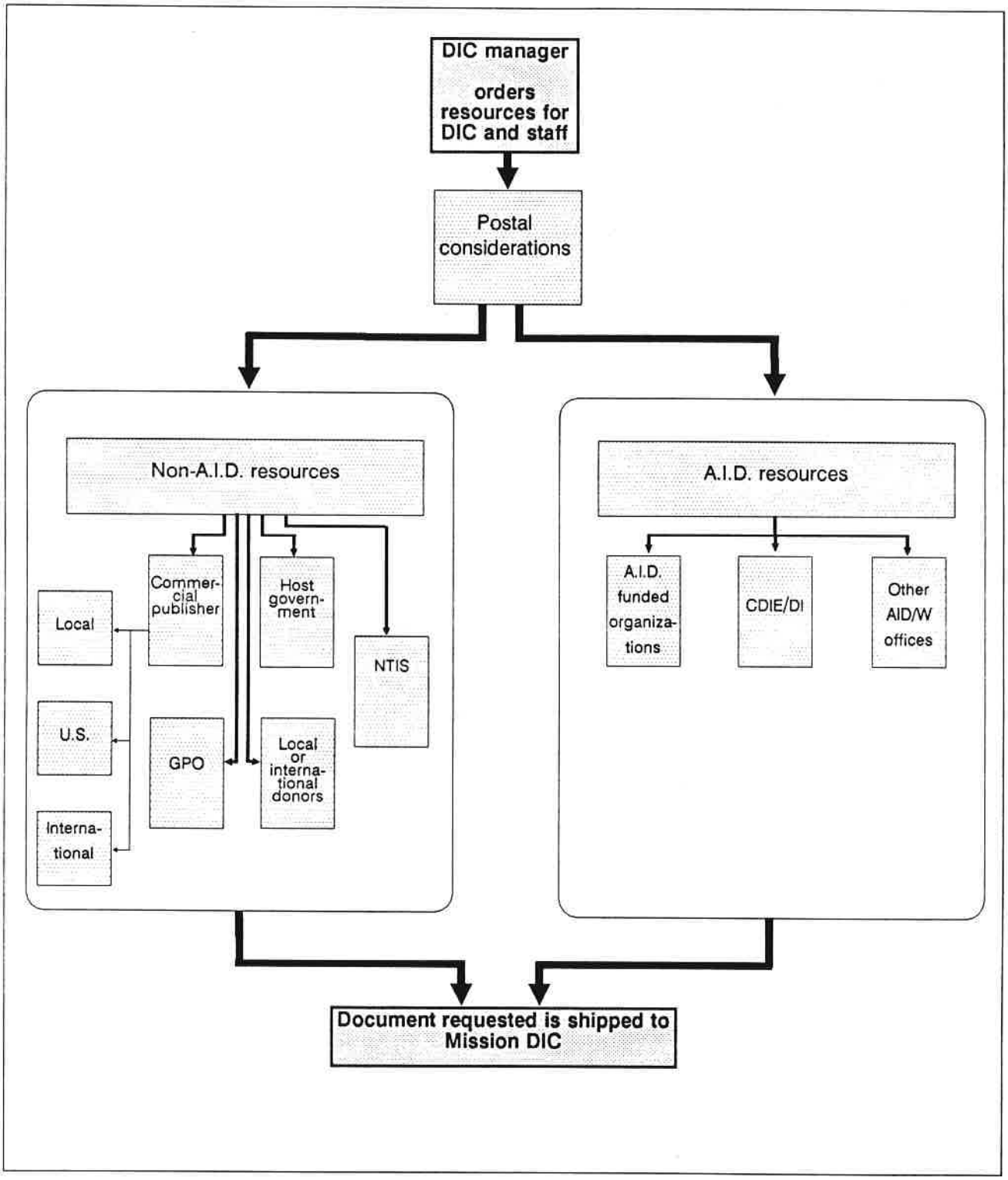


Exhibit 3.6 Ordering A.I.D. and non-A.I.D. materials

the U.S. postal system. Check with the Mission C&R office for any restrictions on weight, poundage and local custom declarations.

3.4.2 How to obtain A.I.D. resources

A summary of the sources of A.I.D. materials is provided in Exhibit 3.7. Documentation produced by or for A.I.D. can be obtained by the DIC manager or Mission staff from PPC/CDIE/DI - A.I.D. Library free of charge. Requested documents will be produced in paper copy or microfiche and sent by the Document and Information Handling Facility (DIHF). A.I.D. documents available to the Missions include:

- Project documents that have been entered into the Agency's Development Information System (DIS). They include project design documents (e.g. Project Identification Documents, Project Papers, etc.) and evaluation documents (e.g. Project Evaluation Summaries, special evaluations, audits) dating from approximately 1974.

- Technical documents that have been entered into the DIS. They include A.I.D.-supported development research studies, general information on A.I.D. policies and programs, and contractor reports, dating from 1978.

	USAID Mission	Regional DIC	DIHF	A.I.D. Library/W	A.I.D./W M/SER	A.I.D./W XA	A.I.D. funded organizations	ESDS
Project docs. 1974+	x	x	x	x				
Technical docs. 1974+	x	x	x	x				
Policy papers & determinations			x	x				
A.I.D. Library development materials				x				
ESDB data								x
Impact evaluations			x	x				
CDSS, ABS, CP	x			x				
A.I.D. Handbook					x			
A.I.D. Phone directory					x			
A.I.D. staffing pattern					x (PFM/PM)			
Front Lines						x		
General information on A.I.D.						x		
A.I.D. supported serials	x			x			x	
ARDA			x					

Exhibit 3.7 Sources of A.I.D. materials

- Documents which are held in inventory at the DIHF. Included are a wide range of project documents and contractor reports predating DIS cut-off dates. These documents will be retrieved from the warehouse, reproduced and sent directly to the Mission from the DIHF on demand.

For A.I.D. documents noted above, send DIC requests via:

pouch or APO/FPO:

Agency for International Development
PPC/CDIE/DI - A.I.D. Library
Room 105, SA-18
Washington, D.C. 20523-1802
Telephone: (703) 875-4818 or 875-4844

cable:

PPC/CDIE/DI for A.I.D. Library

ICS:

PPC/CDIE for A.I.D. Library

In addition to the A.I.D. documents noted above, the A.I.D. Library in Washington holds A.I.D. documents which can be lent or reproduced for DIC's or Mission staff.

They include:

- contractor reports predating 1978;
- special project evaluations predating 1975;
- general country program reports predating the mid-1970's;
- country budgetary documents (e.g. ABS's and CDSS's) from the 1960's to the present; and
- Congressional Presentations (CP's) from 1948 to the present.

For A.I.D.-supported serials, write directly to the funded organization and request to be placed on the mailing list. A suggested list of A.I.D.-supported serials for a DIC is included in Appendix A.3. For a complete list of A.I.D.-supported serials, contact the A.I.D. Library in Washington.

The DIC manager may also be asked by Mission staff to obtain specific A.I.D. documents of a managerial or financial nature. The most commonly requested documents of this type are noted in Appendix A.1 , along with information on the issuing Bureau or Office in A.I.D. Washington.

Another source of economic information is CDIE's Economic and Social Data Services (ESDS) arm. Economic, financial, trade, agricultural, and social data on an extensive range of topics is available through the Economic and Social Data Bank (ESDB), an automated computer service that allows ESDS staff to analyze data and provide statistical reports in response to specific information requests. The ESDB includes information from a variety of sources, including the World Bank, the International Monetary Fund, the U.S. Department of Agriculture, the World Health Organization, the United Nations, and the Food and Agricultural Organization. Consult the CDIE portfolio for a specific list of databases that can be accessed through ESDB.

ESDS regularly sends updated ESDB information to Missions on diskette. On a biannual basis, economic and financial infor-

mation is downloaded and provided in a format compatible with popular IBM spreadsheet applications (e.g., Lotus 1-2-3). For further information about ESDS services, write

PPC/CDIE/DI
Economic and Social Data Services
Room 209, SA-18
Washington, D.C. 20523-1802

The A.I.D. publication *Front Lines* can be obtained by contacting the Bureau for External Affairs (XA), Agency for International Development, Room 4889 New State, Washington, D.C. 20523-0056.

If the DIC manager is asked to obtain an A.I.D. document which has not been noted above, contact the A.I.D. Library by letter or cable with as much information (approximate date of publication, subject, title, author, etc.) as possible and every effort will be made to identify and locate the document. A copy will be forwarded to the Mission.

A copy of the documents cited in the A.I.D. journal *A.I.D. Research and Development Abstracts* (ARDA) can be obtained directly from:

A.I.D. Document and Information
Handling Facility
7222 47th Street, Suite 102
Chevy Chase, MD 20815
Telephone: (301) 951-7191

3.4.3 How to obtain non-A.I.D. resources

For non-A.I.D. documents, ordering procedures will differ depending on whether or not the DIC must pay for the materials.

Requesting free materials directly from a publisher or an international organization can be handled by the DIC manager with a simple request letter. For suggestions on sources of free development information, see Section 3.2.2. In addition, the A.I.D. Library in Washington will provide assistance free of charge in obtaining selected World Bank documents, FAO publications, and International Development Research Centre (IDRC) publications. The A.I.D. Library will also lend non-A.I.D. funded materials from its collection to a DIC or USAID Mission staff for a limited period of time.

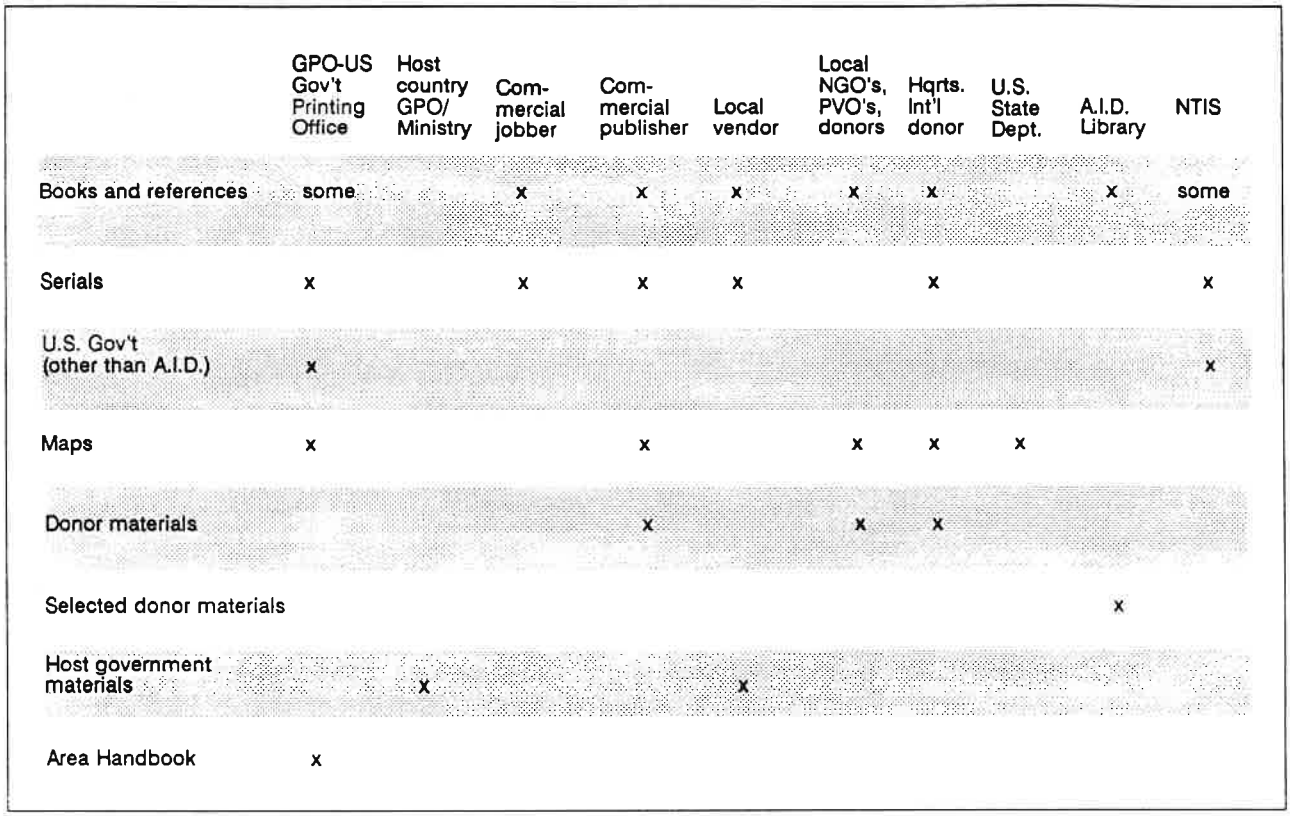
Purchasing non-A.I.D. commercially-published books, publications, and serials is a somewhat more difficult process. Some of the options available to the DIC manager are:

- Option 1 Direct purchase
- Option 2 Jobbers
- Option 3 Local vendors
- Option 4 Individual ordering by staff members
- Option 5 Government Printing Office (GPO)
- Option 6 National Technical Information Service (NTIS)

Each of these options is discussed in detail below.

Option 1. Direct purchase

In some USAID Missions, the DIC manager purchases materials directly from the publisher; that is, a request to a publisher for a serial or book is handled start to finish by the the DIC. (Check with the EXO in the Mission for procedures which may already be in place for ordering.) The advantage of dealing directly with the source is that the process is con-



	GPO-US Gov't Printing Office	Host country GPO/ Ministry	Commercial jobber	Commercial publisher	Local vendor	Local NGO's, PVO's, donors	Hqrts. Int'l donor	U.S. State Dept.	A.I.D. Library	NTIS
Books and references	some		x	x	x	x	x		x	some
Serials	x		x	x	x		x			x
U.S. Gov't (other than A.I.D.)	x									x
Maps	x			x		x	x	x		
Donor materials				x		x	x			
Selected donor materials									x	
Host government materials		x			x					
Area Handbook	x									

Exhibit 3.8 Sources of non-A.I.D. materials

with the source is that the process is controlled by the DIC manager and there is less chance that checks or invoices will be lost. One of the disadvantages is that the amount of staff time required for processing a single order is often more than the cost of the item itself. Another disadvantage is that serial subscriptions often lapse due to various problems in receiving and processing late invoices.

If the DIC manager can order directly, the following procedure is suggested:

Obtain as much information about the item as possible. When direct ordering a book or reference material, obtain as much information about the item as possible before writing to the publisher. Information such as subject/author/title, date of publication and publisher is located in the *Books in Print* series by Bowker. If this series is not within the DIC budget limit (see Appendix A.2 for the price of this item), the USIS Library or the International/American School Library in the host country should have a copy available for use. In addition, the A.I.D. Library in Washington can obtain ordering information about non-A.I.D. references and will cable the information to the Mission upon request.

When direct ordering a serial, again, obtain as much information about the serial as possible before writing to the publisher. Information regarding serials (titles, frequency, and publishers' addresses) is located in *Ulrich's International Periodicals Directory* (see Appendix A.2). This is also usually available at the USIS or International/American School Library as noted above. If local sources do not yield enough information on the serial, ask the A.I.D. Library in Washington for the serial information.

Contact the publishers. If the price of an item is not known, or if the Mission requires a formal price quotation, send a letter to the publisher requesting a pro forma invoice indicating the cost of the book (the most recent edition) or serial, plus shipping costs. When writing to publishers, always use USAID Mission stationery and be particularly conscious of grammar and spelling. Indicate the postage (airmail, first or third class) and the postal system (pouch, APO/FPO, international) preferred. When writing to publishers concerning subscriptions, always note when the subscription is to begin; that is, either immediately upon receipt of the DIC check or as of a certain date. If possible, have all subscriptions expire on the same day such as January 1, June 1, October 1, etc. Publishers will usually respond in a timely fashion.

The DIC manager is not required to purchase the book or serial merely by requesting a pro forma invoice. For example, the DIC manager may be advised by a staff member of the author, title and publisher of a recently published book that matches an activity in the Mission. Even though the price of the book is not known, the manager can write to the publisher for a pro forma invoice, and, if the cost is reasonable, can use the invoice to purchase the book. If it costs too much, the pro forma invoice can be ignored or returned to the publisher advising them that the book will not be purchased. When writing to publishers, remember to keep a carbon or photocopy of all correspondence.

Prepare/request a purchase order. When the exact price is known or a pro forma invoice from the publisher has been received by the DIC manager, a purchase order can be prepared for the amount of the item (plus shipping charges) or the information can be provided to the office or person at the Mission charged with this responsibility. As more Missions automate their ordering procedures, less staff time will be required for this activity, and the DIC manager may be relieved of the actual preparation of the purchase order. Again, be sure to keep a copy of requests for purchase orders and the purchase orders themselves.

At present, most publishers require prepayment for orders, so a check will have to be sent to them along with the purchase order before they will send the item to the DIC. Once the request for payment has been authorized by the Mission and funds set aside, a check will be issued (cut) for the item.

Send payment. After the Mission issues a check for the ordered item, either the Mission's EXO or the DIC manager should send the check directly to the publisher with a letter indicating the item cost and shipping, plus the pro forma invoice and a copy of the purchase order, as appropriate. It is suggested that, if possible, the DIC manager should send the check and backup documentation as it will enable him/her to track the order more efficiently. Since checks are issued from the U.S. Treasury with no information on them except for the name of the publisher, orders often go astray if the check is mailed by someone other than the DIC manager. For example, if large publishing houses such as Rand McNally or McGraw-Hill receive a U.S. Treasury check with no invoice or backup documentation, they will usually cash the check and worry about straightening out the order later. The order has a good chance of never being

filled and often the check is never credited to the DIC or Mission. When sending a check to a publisher, photocopy it for reference purposes.

Option 2. Jobbers.

Another option available to the DIC manager for ordering non-A.I.D. books and serials is using a *jobber.* A jobber is a company that orders materials for clients directly from publishers for a small fee. Jobbers can help cut down on order processing time, particularly for single orders (one book from one publisher). Because orders are computerized and because the jobbers handle a large volume of orders for various clients, the fee per item is minimal. Many jobbers do not require prepayment - invoices are sent with books and publications. However, by using a jobber, the DIC manager loses the control over ordering an item and it is sometimes difficult to track the status of a particular order. Before contacting a jobber, clarify with the EXO whether this type of arrangement is agreeable to the Mission. Some Missions discourage the use of a "middle man" and would rather order directly; other Missions have encouraged using a jobber, particularly for serials. After the EXO's position has been clarified, and if the DIC manager is able to pursue this as an ordering option, the advantages and disadvantages of using jobbers should be understood.

The jobbers listed below are provided for informational purposes only. Before placing an order with any of the jobbers, write or call them for information on their service.

Serials jobbers:

Ebsco Subscription Services
8000 Forbes Place, Suite 204
Springfield, VA 22151
(703) 321-7494

Faxon Company, Inc.
Federal Information Systems and Services Group
450 Spring Park Place, Suite 100
Herndon, VA 22070
(703) 893-3190

McGregor Subscription Agency
Mount Morris, Illinois 61054
(815) 734-4183

Book jobbers:

Ballen Booksellers International, Inc.
66 Auston Boulevard
Commack, New York 11725-5765
(516) 543-5600

Blackwell North America
1001 Fries Mill Road
Blackwood, NJ 08012
(800) 257-7341

Book Clearinghouse
2089 Boston Post Road
Larchmont, NY 10538
(914) 834-4933

Book Services International
425 Asylum Street
Bridgeport, CT 06610-9990
(203) 334-2165

Databooks
647 Chandler Street
Worcester, MA 01602
(800) 642-6657

Library Wholesale Services
(Division of Sidney Kramer Books)
1722 H Street, N.W.
Washington, D.C. 20006
(800) 423-BOOK or (202) 298-8015

Exhibit 3.9 Jobbers

Serials jobbers. There are many advantages to using a serials jobber. A serials jobber can handle all DIC serials, and subscriptions can be added or deleted at any time. This alleviates the problem of needing a purchase order for each subscription. Billing is done once a year; only one bill is sent to the Mission which includes all serial subscriptions. Interim notifications are sent for account adjustments. Of particular importance to the DIC is the fact that a serials jobber can assure that there will be virtually no lapse in subscriptions. Claims for lost/stolen items can be done through the jobber with a simple letter/postcard. The service fee for handling the subscriptions is built into the cost of

each subscription and is usually a percentage (3-8%) depending on the cost of the serial, frequency of the serial, type of postage required, number of subscriptions (minimum is usually 20), etc. An important advantage to using a serials jobber is that jobbers rarely refuse subscription orders - they cover most U.S. published serials and hundreds of non-U.S. publications. The most effective way to determine which serials jobber to use is to contact them directly and enclose a sample of current DIC serials. If the Mission consolidates all its serials, i.e., those received in the DIC and the various Mission offices, the percentage fee will be substantially reduced. A list of the names and addresses of several serials jobbers being used by DIC's is included in Exhibit 3.9.

Book jobbers. Using a book jobber can also cut down on the amount of time spent processing an order. However, some book jobbers require that a deposit account be established or that there be a minimum number of orders per year. Others may require that a dollar amount be expended each year. Each book jobber handles lost or stolen items in a different way, and the DIC manager should be clear on how to make a claim. Also, some U.S. book jobbers will accept orders for U.S. publishers only, thus leaving a gap in the types of materials needed in a Mission Development Information Center. If the DIC manager is interested in using a jobber for book ordering, it is suggested that he/she write directly to the jobber for a brochure on specifics (see Exhibit 3.9 for a listing of book jobbers). It should be mentioned that past experience of USAID Missions with book jobbers has been mixed.

Note: The type of postal address at the Mission seems to be directly related to a jobber's success or failure. Missions with APO often claim jobbers are efficient and timely. Missions which must use the pouch are not as positive about jobbers.

Option 3. Local vendors.

Another option in ordering non-A.I.D. resources is using local vendors. Local vendors often handle non-A.I.D. serials, publications and books which have worldwide distribution such as *The Wall Street Journal*, *The Economist*, and *Jeune Afrique*. The local vendor usually sets up an account (some require a deposit or prepayment) and publications are ordered and billed on an annual or semi-annual basis. Payment will probably be made in local currency. Check with the EXO for any restrictions on the use of local vendors. The EXO will also have a current list of local vendors with whom they work on a regular basis.

Option 4. Individual ordering by staff members.

A fourth option for obtaining commercial non-A.I.D. materials is through individual ordering by staff members. Several Missions have determined that requests for orders of non-A.I.D. materials of less than $25-30 are not worth the time spent on generating a purchase order and having a U.S. Treasury check issued. Therefore, the Missions have put into place a type of cash reimbursement system in which the staff member pays for the item personally and is then reimbursed by the Mission. This is how it usually works:

1. The A.I.D. Mission staff member identifies a publication he/she wishes to purchase and then passes the information to the DIC.

2. The DIC manager has the staff member fill out a form indicating the title of the publication and the reason for the request. This form is then approved by either the EXO or the staff member's supervisor and subsequently by the Controller's office.

3. The staff member then writes a personal check for the item and is promptly reimbursed by the Mission. (The staff member should understand that the item will ultimately be included in the DIC holdings and not kept permanently by the staff member, since Mission funds were used to purchase the item.)

4. The DIC manager takes the personal check and writes to the publisher for the item.

Normally, this routine is accepted only for U.S. Direct Hire staff or contract employees in the Mission. The above description may not hold true for all Missions but illustrates the point that the purchase order system may not always be the most cost effective or efficient. The DIC manager should look into purchasing alternatives that are already in place in the Mission.

Option 5. Ordering from the Government Printing Office (GPO).

Because of the large number of U.S. government documents and serials ordered through the GPO for the Mission DIC, many USAID Missions have established a direct deposit account with the GPO. A deposit account is one that is created on a prepayment, or deposit, basis. The DIC Manager requests that a check be issued to GPO for a specified amount (usually $300). This check can then be sent by the DIC manager to the GPO where a deposit account will be created. Then, as the Mission DIC orders materials distributed or published by the GPO, it contacts the GPO directly and the cost is deducted from the balance of the account, thus bypassing the need for purchase orders for each item.

If the Mission does not want to create a deposit account, the GPO can also provide materials on a direct ordering system whereby they will provide a price quote (to be used as a pro forma invoice), the Mission issues a check, etc. It is much easier, however, to establish a deposit account as many U.S. government publications are of minimal cost ($1-2). The GPO sends a monthly statement indicating any activity in the account during the month and the balance. The account can be replenished at any time. To establish an account, contact the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402. (See also the GPO order form attached as Exhibit 3.10)

Option 6. Ordering from the National Technical lnformation Service (NTIS).

The National Technical Information Service (NTIS) is an important source for obtaining technical reports resulting from U.S. government funded and sponsored research. NTIS sells reports in paper copy (usually photocopies of the original document) and microfiche, data tapes, and government produced applications software. Documents available from NTIS usually have an order number (e.g. AD 123456 or PB 88-123456). Use the order number if it is available; this will speed processing. Otherwise include as much information as possible, including author, title, report number, sponsoring institution, and date of publication.

The cost of NTIS documents is determined by the number of pages in the document and the order must be prepaid before it can be shipped. For this reason many information centers prefer to establish a deposit account to facilitate ordering from NTIS. The process is the same as that described for establishing a GPO account. However, the accounts are not interchangeable; NTIS documents cannot be billed to a GPO account or vice versa, even though both organizations are part of the U.S. government.

To establish an NTIS account, write a letter requesting a new account or complete the application (Exhibit 3.11) and send with check (minimum $50) to the following address:

National Technical Information Service
U.S. Department of Commerce
5285 Port Royal Road
Springfield, VA 22161
Attention: Accounting

Phone: (703) 487-4770 (Accounting)
(703) 487-4650 (Customer Service)

An NTIS Deposit Account Number will be assigned once the application is processed. The Deposit Account Number must be included with any future orders. A monthly statement will be sent to indicate orders and the account balance. Additional money can be deposited to the account when the balance is low. Be sure to keep a copy of all check deposits, application, and correspondence concerning the account.

★U.S.GPO:1985-0-488-195/1950

BEFORE USING THIS FORM, READ IMPORTANT INFORMATION ON REVERSE SIDE
PLEASE PRINT OR TYPE ALL INFORMATION

ORDER FORM

Customer's Telephone No.'s
Area Code Home Area Code Office

MAIL TO:
Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

FOR OFFICE USE ONLY
QUANTITY CHARGES
Publications
Subscriptions
Special shipping charges
International handling
Special charges
OPNR
UPNS
Balance Due
Discount
Refund

MasterCard VISA

Date Customer Order Number

Credit Card No

Expiration Date Month/Year

Customer's Name and Address

ZIP

DEPOSIT ACCOUNT NUMBER

TO PLACE YOUR ORDER BY PHONE, CALL OUR ORDER DESK AT 202-783-3238, MONDAY THROUGH FRIDAY, 8-4:00 P.M., EASTERN TIME

Stock No.	Quantity	Unit of Issue	List ID	Title of Publication / Subscription	Unit Price	Total

TOTAL ENCLOSED $

SHIP TO: (If different from above)

ZIP

Unit of Issue	Explanation
EA	Each - single copy
KT	Kit of multiple items in a special container
PD	Pad containing multiple sheets
PK	Package containing multiple copies
SE	Set of multiple items
SU	Subcription

Exhibit 3.10 GPO order form

Yes, a deposit account with NTIS will make ordering faster, easier . . .

1. You deposit $25 or more to an account in your name.

2. You draw on the NTIS bank of business and technical information, never concerned about keeping track of several orders or having to pay for every order in advance of delivery.

3. A balance sufficient to cover purchases is required.

4. There is no service charge.

Deposit account holders may order by telephone or telegram or other means and obtain rapid service.

Account holders also receive supplies of preaddressed order forms which speed mail orders, minimize accounting, and record tax deductible expenses. Reduces chance of errors. Prevents transcription errors in order numbers. And you can add internal routing to insure delivery to the right location.

Statements are rendered monthly when your account has activity, charges, or deposits. Documents and other services are automatically debited against your account. Your monthly statement will show transactions and account balance.

A positive balance must be maintained to avoid delays in delivery.

Return the easy-clip application now to open your account.

How to use your NTIS Deposit Account

To deposit money to your account:

Send check or money order with the top portion of your monthly statement or your payment voucher.

Always Indicate Your Deposit Account Number To Assure Proper Credit Of Your Account.

Proper account balance:

A balance sufficient to cover all orders submitted must be maintained. It is suggested that you keep a balance to cover two months' orders.

Inquiries regarding your NTIS service:

Correspondence and inquiries regarding your account should be sent to:

National Technical Information Service
Accounting Department
5285 Port Royal Road
Springfield, Virginia 22161

To call NTIS regarding charges on your monthly statement dial 703-487-4660.

To call our Accounting Department regarding deposits to your account dial 703-487-4770.

How to order documents:

Use the special order blanks provided by NTIS when you open your account.

Request more order forms by filling in and returning the orange re-order card that is sent with each supply of order forms.

NTIS®

Deposit Account Application

Initial Deposit _____

Date Mailed _____

Date Acceptance received _____

_____

Keep this brochure for your records.

MAIL TO:

NTIS

U.S. DEPARTMENT OF COMMERCE
National Technical Information Service
5285 Port Royal Road
Springfield, Virginia 22161

Deposit Account Application

($25 minimum initial deposit)

☐ Here is my check for $ . . . . . payable to NTIS

Organization _____

Attention _____

Street _____

City _____ State _____ Zip _____

Date _____ Telephone Number _____

Signature _____

Exhibit 3.11 NTIS deposit account application form

3.5 Organizing resources for use

The guiding principle in organizing resources for use is to "keep it simple." A shelving plan should be devised which makes it easy for both the DIC manager and the users to find materials. Organizational procedures need to be as streamlined as possible to allow the DIC manager ample time to provide services. Some ideas on how to organize the collection as a whole (Section 3.5.1), how to catalog and assign a shelf location for documents (Section 3.5.2), and how to handle the constant flow of periodicals (Section 3.5.3) follow.

3.5.1 Establishing an organizational framework

The organizational framework that most library and information center users are familiar with is one which initially separates resources by type of format: (1) documents; (2) periodicals; (3) clippings, pamphlets and unbound materials; (4) maps; (5) audio-visual materials (videos, audio cassettes, films, slides); and (6) microfiche.

Within each group, materials are then physically organized in the way in which users most frequently browse and request information of that type, e.g., by subject, title, date, etc. Master lists of all items of each type are also maintained as an alternative means of identifying materials in the collection. Such "lists" include the document catalog, a serials card file, subject or title inventories, and indexes to microfiche.

Some characteristics of the organization and identification of various kinds of materials in the collection follow (see Exhibit 3.12).

Documents. The document collection is usually organized on shelves by primary subject. It includes books and all published or unpublished reports that can be easily stored on a shelf (unbound reports may need some sort of protective cover before shelving).

In some Missions, DIC users prefer that certain types of documents be shelved (or filed) apart from the rest of the collection so that they can be easily found. Such documents may include: official host country reports; publications in a frequently used series (e.g., CDIE Evaluations or World Bank Working Papers); copies of A.I.D. project documents; and standard A.I.D. reference documents (e.g., as identified in Appendix A.1). Within each such "special collection" documents are organized either by the same subject categories as the rest of the collection, by series number, or by title.

Regardless of their physical location, all documents are identified in the central DIC document catalog. Each record in the catalog describes one document, lists several key subjects covered in the document, and indicates the assigned shelf location (call number). The catalog is then organized in such a way as to help users identify and locate materials of interest.

Some DIC's may also want to consider cataloging documents which are not in the DIC collection, but are part of small project or subject collections in the Mission.

Periodicals and newspapers. Periodicals are serial publications which are issued on a regular schedule throughout the year (such as daily, weekly, monthly, quarterly), although some are published irregularly. They include magazines, professional jour-

nals, bulletins, newsletters and newspapers. (Other types of serials, such as annuals and special document series are organized as documents; see above.) Current issues of newspapers are maintained on a newspaper rack or shelf. Current issues of all other periodicals are organized alphabetically by title on a magazine rack or someplace where they can be prominently displayed. Back issues are stored in vertical cardboard boxes.

Periodicals are not usually cataloged (although special issues on a single subject may be cataloged if relevant to the work of Mission staff). Instead, periodical holdings are described on special purpose file cards (sometimes called kardex) used for checking in each issue on receipt.

Miscellaneous paper materials. Pamphlets, newspaper and magazine clippings, and miscellaneous papers often contain valuable information but are difficult to shelve with the rest of the collection. Such materials are usually sorted into file folders labeled by subject, stored in a file cabinet, and referred to as the "vertical file" (see also Section 4.5 for suggestions on the contents and use of a vertical file).

It is helpful to users if the subject headings on each file folder parallel the major primary subject categories used to organize the document collection. A typed list of the subjects covered in the file can be maintained near the file for quick reference. Individual items in each file are not cataloged, although each subject folder can be cataloged if desired. A typed list of the subjects covered in the vertical file can be kept near the file for easy reference.

Audio-visual materials. Many DIC's include in their collections small numbers of video cassettes, audio tapes, films, and even slides. These materials are usually stored in their cases in a cabinet or on a

Type of material	Physical location/order	Other access
Documents		
A.I.D. references	REF collection - by subject	Catalog
Host country docs	HC collection - by subject	Catalog
A.I.D. project docs	Project collection - by project number	Catalog
All others	Shelf - by subject	Catalog
Periodicals		
Current	Magazine rack - by title	Kardex
Back issues	Storage boxes - by title/date	Kardex
Miscellaneous	Vertical file - by subject	Subject list
Audio-visuals	Storage shelf or file - by title	Title list
Maps	Map rack - by subject	Title list
Microfiche		
A.I.D.	A.I.D. fiche file	Paper and/or fiche indexes
Other	Fiche file	Indexes as provided/available

Exhibit 3.12 DIC resource organization

shelf. Although these materials can be cataloged if desired, a simple typed list is also sufficient, indicating the title, subject, format and length of each item.

Maps. Special racks are available for easy storage and access to maps, although maps can also be rolled up, assigned an identification number, clearly labeled, and made available on a shelf. Maps can be cataloged if desired, but again, a simple list can be posted which indicates the identification number, subject, scale, date and source of each map.

Microfiche. Microfiche in DIC's may vary from a few copies of specific documents, to entire collections of available A.I.D. project documents, A.I.D. technical reports, or collections obtained from other non-A.I.D. sources. All microfiche should be filed in a protective cardboard or plastic box. Microfiche are usually arranged in numerical order, by a document (report) number or project number indicated on the header.

Since it is difficult to browse through a set of individual microfiche, indexes (organized by subject, title, author, etc.) to fiche collections are the primary means of access to needed information on fiche. Such indexes may be provided on microfiche (for viewing on a microfiche reader), or as paper-copy lists.

3.5.2 Cataloging documents

Cataloging each document consists of recording: (1) the author, title, publisher, date, etc., (2) the major subjects covered, and (3) the assigned shelf location (call number). Together, these records provide a means of identifying and locating documents of interest, and serve as a master list or inventory of the entire document collection (see Exhibit 3.13).

DIC's have several options for creating catalog records. The traditional method is to type each record on a file card. With the increasing availability of computers, some DIC's are typing their catalog records directly into a computerized catalog database.

The selection of manual or automated methods in a DIC depends upon many factors, which are discussed in Section 2.6. Regardless of the method chosen, however, the basic steps in the cataloging *process* are the same. These are described below and in Exhibit 3.14, and should be adapted to create local cataloging guidelines as needed.

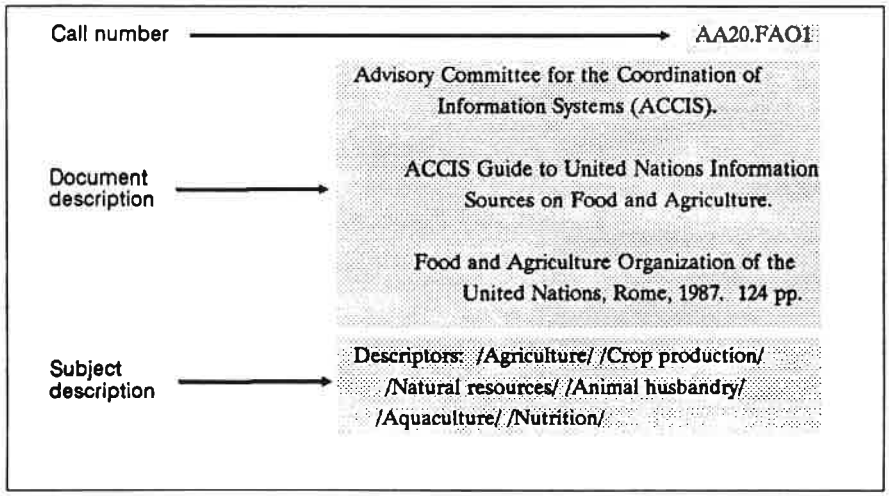


Exhibit 3.13 Sample catalog record

Preliminary processing. After receiving new documents in the information center, a few moments should be taken to:

(1) Determine whether the item should be cataloged. Always check a newly received item against the current holdings, to make sure that it has not already been cataloged. Determine whether it is an item that should be cataloged, or is ephemeral and should be placed in a vertical file.

(2) Modify existing records for multiple copies, new editions, or additional volumes. If the document has already been cataloged, it may be necessary to decide if a second copy of the document is needed in the library. If two copies are needed, the second copy can be added to the collection by assigning an identical call number and labeling one copy "c.1," the other copy "c.2."

If a new edition of a document that has already been cataloged is received, remove the old edition from the shelf and replace it with the new edition. Remember to modify the catalog record to indicate the new date and edition.

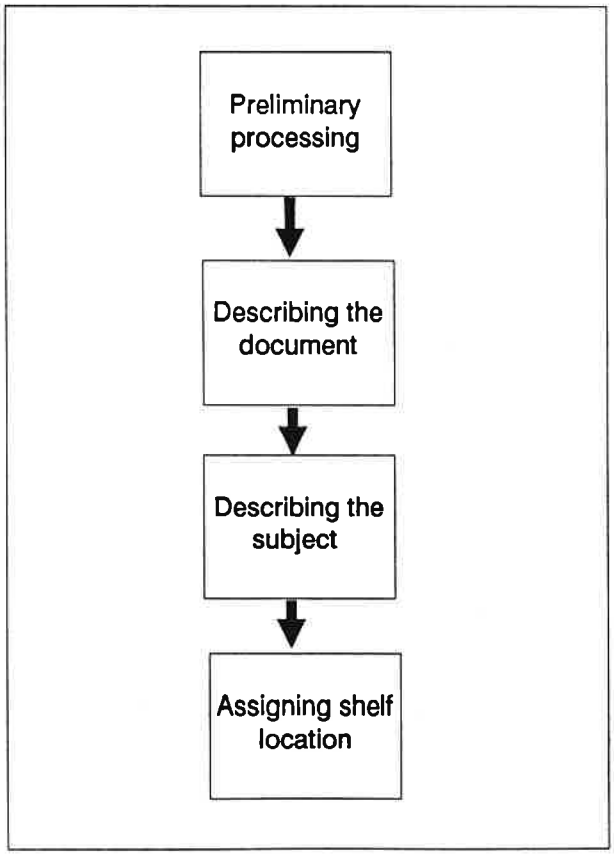


Exhibit 3.14 Procedures for processing new documents

Try to process multi-volume works together so that they will be shelved together. If a new volume of an already cataloged work (e.g., an encyclopedia) is received, modify the catalog record for the other volumes to note ownership of the new volume.

Describing the document. There are several obvious ways in which documents can be described so as to distinguish one from another and identify documents of interest. The elements of a document description with which everyone is most familiar are:

Author (Person or Institution)
Title
Publisher/Sponsoring Agency
Place of Publication
Date of Publication
Pagination
Subject(s)

Other optional elements of document descriptions may include:

Project/Contract Number
Type of Publication
Language of Publication
Location
Notes

While the elements of a document description will vary depending upon the type of document and the level of detail which each DIC selects, it is important that each DIC follow a consistent format for the entry and display of this information in each record.

Some general cataloging guidelines for each of these elements are included in Appendix B.2. The process of describing the subject content is also discussed as a separate step below.

Describing the subject content. Words or phrases used in a catalog record to describe the subject content of each document are called, variously, descriptors, keywords, subject headings, subject terms, or simply terms. Here they will be either called "descriptors" in order to be consistent with usage in A.I.D.'s central document database, or, alternatively, "terms". Although the process of describing subject content is often referred to as "indexing," that word will not be used here to avoid confusion with other meanings of index and indexing.

Always select descriptors from either of two standardized lists in order to maintain consistency throughout the catalog: the *A.I.D. Thesaurus*, or any of the terms listed in the USAID Classification Scheme (see Appendix B.1). The former contains over 5,000 terms and may be of interest to larger DIC's with diverse collections. The latter is based on a subset of all terms in the *A.I.D. Thesaurus*, and may be of particular interest to small DIC's. The primary purpose of the USAID Classification Scheme is to provide a framework for shelving by primary subject, so no country or regional names are included.

The purpose of assigning descriptors is to help DIC users find documents which deal with a particular subject of interest. The objective is thus to assign descriptors that most accurately describe the contents of a document, but only those topics which are treated in some detail. The mere mention of a subject is not sufficient reason for using it as a descriptor.

In order to assign descriptors, look at the title of the document and the table of contents. Scan the chapter headings, the abstract (if there is one) and as much of the document as is necessary to grasp the dominant subject of the document and author's intent.

It may also be helpful to become familiar with the A.I.D. program and, in particular, with the Mission's projects/programs in order to know the subject areas of concern to DIC users, and the phrases that they are likely to use in requesting material.

Select the *most specific* terms which describe the subject of the document. For example, if a document discusses malaria, assign the descriptor "malaria" not "diseases."

Be consistent, and check catalog records for similar documents to see what terms were assigned in the past. This is especially important for new DIC managers who are not familiar with the way in which subjects have been assigned.

Finally, be thorough but do not assign more terms than necessary. Some documents may only have two or three terms, while others will have eight to ten.

Assigning a call number. The purpose of a call number is to assign a specific shelf location to each document. There are actually two components of each call number: (1) a subject code, and (2) a supplementary code which serves to make the identifying call number of each document unique.

Selecting a subject code. In DIC's, documents are usually organized by primary subject. The first part of each call number

is thus an alpha-numeric code which corresponds to the primary subject, and is selected from a subject "classification scheme." Two such schemes have been adopted or modified by a number of DIC's; one based on all terms in the *A.I.D. Thesaurus*, and the other based upon the AGRIS classification scheme developed by the Food and Agricultural Organization (FAO).

A third option was developed for DIC's in 1988 and is included in this manual as Appendix B.1. The USAID Classification Scheme is a blend of the two above-mentioned schemes, following the AGRIS format for alpha-numeric classification codes, but using terms consistent with those in the *A.I.D. Thesaurus*. The USAID Classification Scheme is particularly recommended for those Missions which are just beginning to establish DIC's, and for those DIC's which feel they need to reorganize or are considering automation of the catalog.

With reference to a particular classification scheme, then, select a code corresponding to the primary subject of the document. This primary subject should generally be included as one of the assigned descriptors, and is the one which reflects the major subject treated in the document. When two or more subjects seem to be equally well covered, make a choice based on knowledge of DIC users. Alternatively, assign the code of the more general subject in the scheme.

If a subject is covered for which there appears to be no entry in the scheme, create a new entry. Be sure to make a note in the classification scheme of any new numbers created and the corresponding subjects.

Remember that regardless of where the document is placed on the shelf, it can also be found by searching the catalog by any of the assigned descriptors.

Assigning a supplementary code. Since many documents will have the same subject code, it is necessary to distinguish the location of one from another. There are several methods of creating a supplementary code, which is separated from the subject code using some form of punctuation (for example, a dash or a period).

One method is to develop a formula based on the author's last name. Select the first three letters of the author's last name or the institution name, and then a simple accession number for each document by that author on the same subject. For example, documents by David Norman shelved under the subject of Farming Systems Research could be numbered as:

AA22.nor1

AA22.nor2

Institutional author names can be abbreviated by using the acronym. Alternative methods can also be developed by each DIC as needed, but one method should be consistently applied

Shelving special collections. If the DIC maintains special collections (such as reference materials or series) shelved apart from the rest of the documents, a location prefix will need to be added to the call number of each document. It may also be necessary to create a special numbering scheme for that collection, different than that used for the general document collection.

For example (reference material):

REF.AA20.top.

For series shelved separately (e.g., World Bank Working Papers), assign one call number prefix for the series as a whole (e.g., WBWP-), catalog each series document individually, and assign a call number that places it together with other documents in that series, e.g.

WBWP-AA20
WBWP-EK00

or

WBWP-23
WBWP-46

3.5.3 Organizing and processing periodicals

Keeping track of the constant flow of periodicals is an important but complex aspect of DIC resource management. Since periodicals often contain timely news and state-of-the-art analyses, they are frequently in greater demand by more Mission staff than other types of DIC materials. Upon receipt, periodicals thus need to be checked in quickly. Issues not received should be claimed. Subscriptions need to be regularly renewed and paid for, and names and addresses of commercial or organizational publishers need to be kept up-to-date.

In order to establish some systematic ways of keeping periodical resources current, organized and available to Mission staff, it is suggested that the DIC manager consider each of the following procedures:

- decide whether to centralize Mission periodicals;
- establish a periodicals check-in procedure;
- maintain back issues in shelf boxes; and
- review subscriptions regularly.

Several ideas for providing DIC services related to periodicals are also discussed in Section 4.5, Current awareness services.

Decide whether to centralize Mission periodicals. In addition to the periodicals received by the DIC, it is quite likely that some are received directly by other offices in the Mission. It is also likely that these offices are unaware of each other's periodicals.

The DIC can therefore play an important role in making periodicals available throughout the Mission in any of the following ways by providing centralized:

- periodical ordering, check-in and routing; and
- access to all periodicals in the DIC.

Some combinations or variations of these options are also possible.

In order to decide which, if any, of these options might work, it is important to determine how many periodicals are currently received in the Mission; whether it is feasible and desirable to centralize ordering, check-in and routing; and whether there is any opposition to either a centralized periodicals listing or centralized periodicals location. These issues should be discussed first with the DIC manager's supervisor, and then with each Mission office.

Establish a periodicals check-in procedure. Whether the DIC is responsible for managing all Mission periodicals or only its own serials resource collection, the DIC manager should establish a simple check-in procedure to record the receipt of all periodicals received on a regular basis. This procedure can be followed for both periodicals received free-of-charge, as well as for those received through a paid subscription.

The simplest procedure is to maintain a periodicals check-in card file, arranged in alphabetical order by title. The cards can be plain or lined index cards, or specially formatted serial check-in (kardex) cards available from library suppliers such as Gaylord or Brodart. Information on each periodical should be typed or legibly printed, such as:

- title of periodical;
- publisher/issuing organization and address;
- distributing agency and address (if different);
- frequency; and
- start and end dates of the subscription.

The card may also contain routing information on each individual or office to which the publication should be passed before it is returned to the DIC (or the holding office).

When an issue of a periodical arrives, the following procedure can be followed.

- Stamp the issue with the date of receipt on the top right corner; also stamp the cover with the DIC or Mission stamp.
- Write, in pencil, the date and/or volume and issue number of the periodical on the check-in card.
- Attach a routing slip, if appropriate; if the periodical is not routed, shelve it on the current magazine rack or stand, replacing the older issue.

For those issues not received, the DIC may also want to establish regular procedures for claiming. Often it is unknown if an issue has not arrived on time unless someone asks about it. However, the DIC might also want to periodically review each check-in card, noting the anticipated frequency and the issues received, to determine if any issues are missing. Such issues can, then, be claimed from the publisher or distributing agency as appropriate.

Maintain back issues in shelf boxes. Back issues for each periodical should be kept together and shelved for easy access by DIC users. Most libraries shelve periodicals in cardboard or plastic storage boxes (sometimes called Princeton storage boxes). These boxes can be obtained from local office supply companies or from library suppliers such as Gaylord and Brodart. The boxes help to keep periodicals organized and are not expensive.

When shelving:

- Collect all issues of each periodical (e.g. all copies of *The Economist*) and sort them so that they are in sequential order; then place them in a cardboard storage box (the most recent issue to the right).

- Label each box with the title of the periodical contained in the box. Usually each periodical gets its own box; however, because of space limitations, several titles can be placed together in one box.

- Label the boxes with the contents, and shelve the boxes alphabetically by title.

- Label one of the boxes 'Miscellaneous' for those periodicals which are irregularly received and for which the DIC only has one or two issues. Place these in alphabetical order by title (see Section 3.3.2 for guidelines on weeding irregularly received periodicals).

Review subscriptions regularly. Once a periodical has been ordered, it is up to the DIC to determine whether subscriptions should be regularly renewed or discontinued upon expiration. Unfortunately, all subscriptions do not necessarily start and stop at the same time of year: some start only in January, but others may begin any time during the year; some must be renewed annually, but others may run for two or three years. The subscription services provided by vendors include notification of expiration (see Section 3.4.4). But for periodicals ordered directly, the DIC must establish a means of identifying expiration/renewal dates. This can often be handled by simply color coding the cards in the check-in file according to the month of expiration, or tagging (e.g., with a clip) the cards of those publications due to expire in the next few months.

Due to the frequent turnover in USAID Mission staff, the relevance of periodicals carried in the DIC may also require continual reassessment. Once a year, compile (or update) a typed list of titles, noting which are received free-of-charge and which are received through paid subscriptions. Route this list to the Mission staff and ask them to initial any titles they would like to continue receiving. If few staff members initial a title, consider dropping it, particularly if it is costly. A DIC's budget is probably limited so only carry or subscribe to those periodicals which are of most interest to the users. In addition to requesting concurrence from the staff on retaining a periodical, always be open to suggestions for additions.

4.0 Providing services

4.1 Introduction

4.2 Circulation and lending

4.2.1 Establishing a policy
4.2.2 Circulation procedures

4.3 Providing a user's guide

4.4 Reference services

4.4.1 Utilizing request forms
4.4.2 Responding to requests

4.5 Current awareness services

4.5.1 SDI - Selective dissemination of information
4.5.2 Other uses of serials as current awareness tools
4.5.3 Acquisition lists and newsletters
4.5.4 Bulletin board
4.5.5 Bibliographies for recurring key subjects

4.6 Promoting the DIC

4.7 Networking

4.8 Other DIC services

4.9 CDIE services

4.1 Introduction

For a DIC to fulfill its purpose of supporting Mission information needs, it must provide not only a well-organized collection of information resources but also a variety of associated services. Some of these services help to ensure that the resource collection is fully utilized by keeping all Mission staff informed of what information is available, providing easy guides on how to locate it, and making it possible for resources to be used outside of the DIC facility. Other DIC services help individual Mission staff solve specific problems in identifying and locating needed information, often under tight deadlines, from a variety of external sources.

By establishing a service-oriented DIC and a consistent level of support that Mission staff can rely on, the DIC can go a long way toward fulfilling its potential for contributing to the high quality of work conducted at a Mission.

This section discusses a variety of services which DIC's can provide. Smaller DIC's should not be intimidated by the wide variety of services described. No DIC provides *all* of these services. Do the best with the resources available, using the Mission Information Needs Assessment (Section 2.3) or informal discussions with staff to identify those services which are most important.

Section 4.2 (Circulation and lending) discusses the most frequently offered service in an information center, that of lending materials.

Section 4.3 (Providing a user's guide) describes another frequently offered and easy-to-establish service which aids users in accessing information within the Center, a User's Guide.

Section 4.4 (Reference services) focuses on means of disseminating services and offers a sample DIC Reference Request Form for Mission use.

Section 4.5 (Current awareness services) provides suggestions for keeping users up-to-date in their professional fields and in international development, in general. "Clipping," "Routing," and "Table of Contents" services are discussed, as well as the use of serials, acquisition lists, bulletin boards and bibliographies for key recurring subjects.

Sections 4.6 (Promoting the DIC), 4.7 (Networking) and 4.8 (Other services) discuss other possible services or activities which fall within the domain of "disseminating information."

Section 4.9 (CDIE products and services) is a reminder that CDIE provides a variety of services which are available to DIC's.

4.2 Circulation and lending

One of the most basic and easiest means of encouraging the fullest use of a DIC is by making resources available for use out-

side of the Center; that is, by allowing users to borrow resources. However, to avoid the possibility of having *all* materials out on loan, a DIC does need to establish a circulation policy. A circulation policy can minimize the loss of materials, or confusion over why something is not on the shelf. Three examples of DIC circulation policies and procedures are included (Exhibits 4.1-4.3).

4.2.1 Establishing a policy

Like the selection policy discussed in Section 3.2.1, a circulation policy may be a simple statement which clearly identifies which resources will be lent, to whom, and for how long. Each of these components is discussed in more detail below.

Determining what materials to lend. Most libraries or information centers set aside certain documents of a general reference nature to be used only in the Center. DIC references to set aside might include atlases, thesauri, dictionaries (both English and others); A.I.D. documentation such as the Congressional Presentations (CP's), Country Development Strategy Statements (CDSS's), Annual Budget Submissions (ABS's), area handbooks; international donor information such as the *World Bank Development Report, International Finance Statistics Yearbook,* etc; and library references held for the DIC manager's use such as *Ulrich's International Periodicals Directory* and the Bowker series *Books in Print.* Other materials you may consider holding for DIC use only are periodicals, maps, microfiche and equipment.

Determining the eligibility of users. Mission staff are the primary users of the DIC, but many others may be interested in having access to the resources. Awkward situations can be avoided if a circulation policy addresses requests for borrowing privileges from other potential users, such as A.I.D. contractors, TDY staff, local university students and professors, and staff from other donor and host country organizations.

Determine (1) who can use the Center and (2) who can check out materials (they

Guidelines for Checkout:
Mission Library

1. The USAID Library may be used by USAID/Somalia employees, U.S. Mission employees, contractors of USAID, personnel on TDY and other donor agencies, PVO's, private consulting firms, Somalia National University students, and other Government of Somalia Institutions.

2. Library documents may be borrowed by U.S. Mission employees, USAID/Somalia employees, contractors to USAID, and personnel on TDY. All others are welcome to use these documents on the premises.

3. Library users are asked to only borrow a reasonable number of documents at one time as determined by the librarian.

4. For the benefit of all library users, materials borrowed from the library should be kept for the briefest amount of time possible, using one week as a guideline.

5. Library users will be asked to fill out a contact data form in order to borrow materials.

Exhibit 4.1 Sample circulation policy: Somalia DIC

may not be the same). The Mission may have a lending policy already established; check for a written copy in the Director's office. If a policy has not been set, begin by suggesting guidelines similar to those from other DIC's. Most DIC's are maintained chiefly for the benefit of the Mission staff and it is the staff that should be given the most leeway for resource use and checkout. Providing borrowing privileges

Cairo DIC
Loan Procedures and Policy

1. General

DIC documents and other materials, including MEETS videotapes, are loaned freely to A.I.D. and Embassy staff, with no time limitations. Recall is on demand.

A.I.D. contractors and consultants are not permitted to borrow books. Xerox copies of most documents (exceptions include World Bank and IMF internal documents only available through U.S. government channels) are available. Fifteen free pages are permitted here at A.I.D. each visit. Documents are sent out for xeroxing at five piastres per page (paid in advance) every Monday and Wednesday.

AUC students are not permitted to use the DIC. There is an inter-library loan arrangement to meet student demands for documents.

2. Circulation

Borrowers' cards are maintained in a circulation box on the Technical Information Specialist's desk. A second card is filed by document number behind the section of borrower's cards in the circulation file. Borrower's department and telephone extension number should be noted on each card, as well as document number and date borrowed.

Periodic notices are sent out to ask borrowers to return books. Notices should be sent before each shelf check (February and August) and before the Christmas and summer holidays.

3. Departure and Sign-off Sheet

A.I.D. staff must return all books before leaving post and must have the Information specialist's or the Library Clerk's signature on their sign-off sheet before departure. It is possible to call the personnel office and hold up the airplane ticket of a staff member who has not returned his/her books.

4. Audio-visual Equipment

A/V equipment may be checked out for use in the Cairo Center by A.I.D. staff members.

Under special circum- stances, A.I.D. staff may use this equipment outside the Cairo Center (never for personal reasons). There is a special check-out form that must be filled out and signed by a staff member's supervisor.

Exhibit 4.2 Sample circulation policy: Cairo DIC

Guidelines for Checkout
REDSO/ESA Library

1. The REDSO/ESA Library may be used by REDSO and Kenya Mission employees, other U.S. Mission employees, contractors of USAID including personnel on TDY, other donor agency personnel, PVO's, PC and other users at the discretion of the librarian.

2. Library documents may be borrowed by the above users for a reasonable amount of time - generally two weeks, except for the language tapes which may be borrowed for up to a month.

3. Under no circumstances are any of the REDSO Library documents to be taken out of the country by any of the users, including A.I.D. Direct Hire employees.

4. Library users are asked to borrow a reasonable number of documents (as determined by the librarian) at one time. If the user is taking material outside the building to be xeroxed locally, some form of identification, such as a driver's license, will be requested to ensure return of the library documents.

When materials are borrowed from the library, the following information should be recorded: the user's name, date, and the items' code (or title and author is the items are uncoded). An office or local phone number should be included in case the items are not returned on time.

Reminder: The REDSO library is maintained primarily as a staff library for members of the REDSO and Kenya Mission staff. The librarian can exercise the right to turn down an outside user's request to check out materials. If you have any questions, please ask the REDSO/ESA Director, Deputy Director, or Administrative Assistant.

Exhibit 4.3 Sample circulation policy: REDSO/ESA library

to non-A.I.D. users is an issue which must be considered at several levels: first, be aware of any Mission-level policy regarding the access of non-A.I.D. or non-development-related personnel to Mission-specific resources or publications, and second, determine how accommodating non- A.I.D. users may affect the efficient management of the DIC. Missing materials are difficult to track, particularly if lent to non-A.I.D. users because (1) it requires more staff time and effort to track materials taken away from the Mission and (2) some non-A.I.D. users have an historically poor record at certain Missions in returning materials. Mission DIC's in Cairo and Nairobi (REDSO), for example, do not normally allow university students to check out materials due to their poor track record in returning them.

Defining the period of the loan. Determine what is a "reasonable" amount of time to have materials checked out. Two weeks is suggested for A.I.D. users; one week for non-A.I.D. users. Also, determine any penalties for not returning materials on time.

Enforcing a circulation policy is essential, if difficult. It can be facilitated by:

- informing users of penalties for overdue or lost materials;
- being cautious, especially when lending to unknown users, even if they qualify as borrowers according to the policy. Many Missions require some form of identification upon the loan of materials to ensure their timely return; and
- never lending materials for use outside the host country. TDY personnel and contractors are notorious for not returning materials. Make no exceptions.

4.2.2 Circulation procedures

The guiding rule in establishing a circulation procedure is to set up a checkout system that is ultimately the easiest to manage. The most commonly used procedures are:

Checkout log. A checkout log can be located near the entrance/exit to the DIC. When a user borrows a resource, the following is noted: date item is checked out, name of user, place of employment if outside the Mission, phone number, and item checked out (title, author, call number). A space should be available to note when an item is returned. This is a simple system and requires little upkeep; the disadvantage is that the DIC manager must continually page through the log for information on the status of DIC materials.

Checkout cards. Cards provide a somewhat more efficient control mechanism for the checkout procedure. A 3 inch x 5 inch card file is maintained for all items checked out, noting the same information referred to above. The cards, which can be organized in any number of ways (subject, author, or title), are more easily searched than the checkout log.

Computer-supported checkout. CDIE's software package for DIC's, MicroDIS, includes a module for computerized checkout. One clear advantage of using a computerized checkin and checkout system is that it is more efficient than manual procedures (noted above). It can also help to speed up the processes involved in completing other tasks (e.g., issuing overdue notices or compiling collection management reports) without re-entering data. For a full discussion of the advantages and disadvantages of computerization, see Section 2.6.

4.3 Providing a user's guide

There are several reasons why a DIC manager may find it necessary to provide periodic reminders to the Mission staff regarding the DIC collection and services. First, Mission personnel, like other professionals, are extremely busy and pressured by deadlines. Thus, it should not be expected that they will remember the ways in which the DIC is able to help them. Secondly, staff turnover affects the level to which the DIC remains known at the Mission. New staff members may not be told (or told enough) about the services provided at the DIC. Finally, the DIC manager may see a need to change aspects of DIC operations or may have the occasion to update materials and/or equipment. Users should be made aware of these changes as soon as possible. One way of doing this is to develop a quick reference or user's guide to the operations

of the DIC. A user's guide will help to orient a user to DIC operations and will enable the DIC manager to focus on other tasks.

Some suggestions on things to include in a user's guide are:

- DIC policies and Mission policies which affect the DIC; a short description of collection policy/priorities of the Center; the DIC lending policy: who can borrow, and for how long; check-out procedures; penalties for overdue or lost books.

- Layout of the DIC, noting the location of all DIC resources: references; handbooks; host-country materials; vertical files; serials; audio-visual materials; tapes; equipment; microfiche. Including this information will enable users to work independently.

- A brief description of the DIC's classification and shelving scheme, including information on the main subject headings and the ways in which the user can access information (e.g., card catalog; computer printouts; microfiche; on-line searching).

- Services offered in the DIC, including reference; current awareness information; ordering (for Mission offices); equipment; and information/outreach programs such as brown bag lunches, audio-visual presentations such as films, and newcomers' orientations.

4.4 Reference services

As part of the DIC's role in disseminating development information, the DIC staff answers inquiries and directs users to varied sources of information. The process of identifying, searching and providing information may include:

answering factual reference questions;

providing access to resources in the DIC; A.I.D./Washington sources such as online databases, inter-library loans, subject experts, bibliographies, tailored information packages and agricultural information; and local information sources such as host government offices and Ministries, USIS or other libraries, and local bookstores;

preparing standardized bibliographies for recurring key subjects based on DIC or local resources;

preparing literature packages or bibliographies on site to meet immediate requests for information;

anticipating TDY needs and preselecting resources for TDY users; and

synthesizing available information and providing critical analyses.

4.4.1 Utilizing request forms

Some difficulties do arise, however, in satisfying user reference requests, due in large part to the fact that inquiries can be poorly-defined. The first step in alleviating this difficulty is to assist users in specifying their needs, preferably by having them complete a request form or, if the request is made over the telephone, by filling out a request form while the user is on the

Development Information Center
Reference Request Form

Requestor: Today's date:
Office/organization:
Local phone:
Date needed:

1.Short, detailed narrative of request (provide as much detail as possible):

2.Specific subject (synonyms, keywords, related or specialized terms - use *A.I.D. Thesaurus* or USAID Classification Scheme as guide):

3.End use of information (e.g., update new area, clarify/provide additional information for specific problem, obtain examples, stay current in professional specialty, scan trends):

4.Time period to search (past year, last five years, etc.):

5.Amount of material desired (one or two articles, five articles, etc.):

6.Type of reference information preferred (journal articles, bibliographic citations, handbooks, books, abstracts, project papers, etc.):

7.Language preferred:

8.Level of materials (technical, popular, scholarly):

9.Delivery of information to requestor (pick up in DIC, interoffice mail, delivered by courier, phone, cable):

10.Suggested sources of information (A.I.D. only, other international donors, subject experts, host government sources, businesses, research organizations, PVO's [local or headquarters], Peace Corps [local or ICE headquarters], U.S. government):

11.Materials previously collected or received:

12.Format preferred (photocopy, microfiche, printout, diskette, etc.):

Exhibit 4.4 Sample DIC reference request form

Development Information Center
Action Form

1. Requestor (name/affiliation):

2 Date request received in DIC:
Date completed:
Date passed on to requestor:
Date passed on to AID/W:
Date received from AID/W:

3. Summary of request:

4. Sources used:

DIC:

Other:

5. Summary of response provided (documents, format):

6. Amount of time required (estimate) to fulfill request:

7. Follow up, if any:

Exhibit 4.5 Sample DIC action form

line. A suggested request form for the DIC is attached as Exhibit 4.4. In addition, the request form used by the CDIE/DI Research and Reference Services in A.I.D./Washington, and the request form used by the USDA/USAID Technical Inquiry Service for agricultural information are included as Exhibits 4.6-4.7.

The request form can be used to serve two purposes. First, it can help to clarify a user's request by encouraging the user to specify in detail the information needed. Both the *A.I.D. Thesaurus* and the USAID classification scheme (Appendix B.1) contain a controlled subject vocabulary which can be used to suggest synonyms or specialized terms that can help the user specify the request. For example, given a request for information on the "economy of India," get the user to discuss which economic aspects (e.g. balance of payments, economic planning, resource allocation) the study concerns at which level (e.g., national, regional, sectoral). The request form will also help to clarify the purpose of the information request (that is, to compile a regional update, provide additional information on a specific problem or scan trends) and the time period to be covered, both of which will help the DIC manager begin to identify materials.

Second, the request form will help to clarify the nature of the material needed by:

- specifying the amount of desired material;
- noting the type of reference material desired (e.g., journal articles, bibliographic citations);
- identifying the preferred format, i.e. microfiche, paper photocopy, printout, or diskette (specifying WANG, IBM, etc.);
- specifying the language preferred;
- indicating the level of materials desired (technical; popular; scholarly);
- specifying how the request should be sent (mail, pouch, phone, left at DIC);
- suggesting alternative information sources, such as international or bilateral donors, subject experts, host government sources, local or international businesses, research organizations, PVO's, Peace Corps, other U.S. government offices; and
- clarifying which materials the user has previously collected.

4.4.2 Responding to requests

After a request is received and has been well-defined, it is necessary to:

Prioritize requests. It is tempting to want to satisfy all requests, regardless of the nature of the request or the status of the user. However, because the DIC support staff usually consists of solely the DIC manager, it is important to prioritize reference requests. Most DIC's will refer questions dealing with general Americana to the USIS center or another U.S. government agency. Requests from non-A.I.D. users should be identified as such and placed in lower priority than those of the chief user groups, especially the Mission staff. If possible try to answer Mission requests within a few days. After the A.I.D.

requests are filled, focus on requests from Peace Corps volunteers or staff and other local U.S. Government offices or agencies. As time allows, deal with requests from other donors and host country officials. The last group includes the non-development related user or university student.

If any request requires more than a simple response, advise the requestor of the anticipated amount of time needed to respond. If the time frame is not satisfactory, direct the user to another information source or offer access to the DIC resources. If you have a well developed user guide and bibliographies for recurring key subjects, most users should be able to work on their own.

Focus on time and resources. Set aside a period of time each day (e.g., one or two hours) to work on requests. Begin working on requests using DIC resources. If the request cannot be satisfied using DIC resources, use other local resources such as the USIS Library. If this still proves unsuccessful, it is advisable to notify the requestor as soon as possible to redefine the request; provide the information you were able to find; ask for additional suggestions on sources; or advise the user that you will refer the request to CDIE's Research and Reference Services staff in Washington.

Use CDIE as a supporting resource. Although it is desirable that DIC's respond to Mission needs on the spot whenever possible, it is sometimes necessary to draw on resources which are simply not available locally. In such cases, DIC's can write, cable, telephone, or send an ICS message to CDIE/DI for assistance. Through its Research and Reference Services, the resources of the A.I.D. Library, the Document and Information Handling Facility (DIHF), and an agreement with the U.S. Department of Agriculture, CDIE/DI provides access to all available information sources relevant to economic and social development.

Two forms - for the USDA's Technical Inquiry Service and CDIE's Research and Reference Service's Tailored Information Package (TIP) - are attached which will assist in requesting information (Exhibits 4.6 and 4.7). The TIP form should be returned to:

PPC/CDIE/DI,
Research and Reference Services
Room 209, SA-18,
Washington, D.C. 20523-1802

Document responses. At the risk of creating some additional paperwork, it is important to document the work performed in filling a request. Keep a file on each request received and the in-house action taken. An example of an action form is presented in Exhibit 4.5. Include on this in-house action form information on the requestor, and any affiliation with A.I.D.; a short summary of the request and a classification of the request by subject code (i.e. private sector, agriculture); the date received; the date completed; DIC sources used; outside sources used; requests passed on to A.I.D./Washington; photocopies made; and additional followup required. Attach the action form to the original request.

4.5 Current awareness services

Services of an information center which focus on keeping users up-to-date in their various interest areas are referred to as "Current Awareness Services". Some methods used to provide current information are discussed below.

4.5.1 SDI - Selective dissemination of information

In Section 2 of this manual, information needs assessments were discussed, focusing on how the assessments could be used to develop DIC resources. Those same assessments can be used as a means of identifying recurring needs of individual Mission users. The DIC manager can create a profile of the interests of each user (an informal card file or listing) and provide him/her with relevant newly-acquired DIC resources. This service is commonly referred to as SDI - Selective Dissemination of Information. Several types of SDI which may be appropriate for the DIC manager are:

- **Clipping services.** Local newspapers and journals may be perused for references to donor coordination, project activity, USAID, or other areas of interest to DIC users. Relevant articles are then cut from the newspapers, taped or pasted onto another sheet, photocopied and then routed to staff and/or put into a clipping file easily accessible to the staff or users.

- **Routing services.** Items of interest to staff members such as book reviews, relevant journal articles, and A.I.D./Washington information can be routed to interested staffers. When an individual requests an item and it arrives in the DIC, it should be checked in and then routed to the requestor. Prepare routing slips ahead of time, if possible. Periodically, route a listing of all journal titles carried in the DIC as a reminder to staff of availability, asking them to note any which they would like to see on a regular basis.

- **Table of contents services.** This service can help Mission staff keep up-to-date in their field of specialization, in particular, or on current affairs, in general. When a serial arrives in the DIC and is checked in, copy the table of contents and send it to staff member(s) interested in the topics covered by the articles. Also inform them as to how the articles themselves can be obtained; that is, whether the journal will be routed or whether copies of the articles requested will be provided. The journal *Current Contents* (see Appendix A.4 for ordering information) presents table of contents information for serials in specific subject areas. Most of the journals identified in *Current Contents* probably will not be available in the DIC. If that is the case, the DIC manager (or member of the Mission staff) can request a copy of an article through the A.I.D. Library in Washington by cable, letter, ICS, memo or telephone. A full text photocopy of the article will be sent free-of-charge.

4.5.2 Other uses of serials as current awareness tools

Selective photocopying and filing of the information from serials provides another means of keeping users up-to-date. One of the ways the DIC can aid users in accessing such information from serials is to create a subject vertical file. A vertical file can be housed in a filing cabinet, an accordian-type file or a serials storage box - anything which can hold resources that are not

easy to shelve (e.g., newspaper clippings or journal articles). As the DIC manager checks in serials and prepares them for routing, the contents may be scanned for relevant articles of interest to users. When an article fits the priorities of the DIC and the interests of some of its users, it can be photocopied and placed in a vertical file under a primary subject category (e.g., Agriculture) or a more specific subject heading (e.g., Range Management), with reference to the DIC's selected classification scheme.

For example, assume the DIC receives the serial, *Economic Development and Cultural Change.* As the serial is checked in, the DIC manager notes an article on the role of the private sector in the area of the world in which the Mission is located. Chances are the DIC manager will have chosen "Private Sector" as one of the subjects in the vertical file, as it is one of A.I.D.'s interest areas and an area in which the DIC users often request information. A file on Private Sector can be created (if it does not already exist) and the article photocopied and placed within the file. Items in vertical files are not usually cataloged, but can be given an accession number which consists of a subject classification code plus a number for each item within that file. Articles are culled after a specified length of time (e.g., after they are more than a year old). Some of the advantages of using vertical files are that current materials are available on a broad range of development subjects; the files are easily accessible to users; and vertical files do not require much staff time to maintain. Periodically, the DIC manager should remind Mission staff of the vertical files and give examples of subject classifications and samples of articles contained therein.

If the DIC manager does not have time to photocopy, classify and add accession numbers to the articles for vertical files, a "Cross Reference File" could be established. A cross reference file is like a vertical file except that it contains only a *listing* of relevant articles. The user must locate and photocopy the serial or journal him/herself.

In both the vertical and cross reference files, the DIC manager is, in essence, creating a current bibliography using only journals available in the DIC.

4.5.3 Acquisition lists and newsletters

Another means of keeping users up-to-date on current areas of interest is to provide DIC "new additions" or acquisition information on a regular basis. Acquisition lists normally identify the subject, author, title, date of publication, and any classification code which has been assigned for shelving purposes. If the DIC uses an automated system for its catalog, acquisition lists can be automatically produced; if not, a listing will have to be created manually. Mission or DIC newsletters can also be used for the same purpose. These two sources can also be combined into one monthly publication, as done, for example, by USAID/Dakar's DIC.

4.5.4 Bulletin board

A common current awareness tool used by many information centers is a bulletin board, which can be placed either in the DIC or in a nearby hallway. Vary the posted material to capture users' attention and be sure to include: recent acquisitions; articles on U. S. aid to the host country; relevant table of contents from

development journals; and notes on DIC activities such as speakers, films, etc.

4.5.5 Bibliographies for recurring key subjects

Subject bibliographies can also be used as a current awareness tool. Many users will be interested in the same types of subject areas. To save time for both the DIC manager and the user, a bibliography based on DIC resources in these subjects can be created. All of the DIC resources (A.I.D. references, maps, microfiche, non-A.I.D. references, serials) can be used to create a bibliography. Again, centers using automated catalogs may be able to produce such bibliographies directly from the catalog.

4.6 Promoting the DIC

Many of the current awareness services cited above serve a dual purpose: they not only apprise users of new information, but they also indirectly remind them of the variety of resources and services available through the DIC. Other means of promoting the DIC include sponsoring activities which will bring users together under DIC auspices. By sponsoring films, speakers, brown-bag lunches, and discussion groups, the DIC can provide a forum for the exchange of development information and ideas, and serve to promote an awareness of the DIC itself.

Similarly, the DIC can volunteer to hold meetings of the local library association or meetings of an informal development networking group. If there is a regional network of DIC's, sponsoring a regional meeting or conference would provide a vehicle for the DIC's managers to exchange and promote development information.

4.7 Networking

One means of strengthening DIC services is by establishing a liaison or link with other national or international development information organizations.

Initially, the DIC manager should become familiar with local libraries or information centers, such as the USIS library, the Peace Corps Library, the information centers at local institutes, and government information sources. Establishing information exchange programs such as interlibrary loan (ILL) and mutual access to collections can augment relationships among various local information sources and broaden the base of information available to DIC users.

It is also important for the DIC manager to contact other DIC's and share some of the experiences from the DIC environment. CDIE publishes the *Directory of the Development Information Network* which includes names and addresses of Mission DIC's (see Appendix A.1 under directories).

Reciprocally, DIC's can help provide CDIE with links to A.I.D.-supported studies generated at the Mission-level, and help make A.I.D.'s institutional memory as complete as possible for the benefit of the development community.

4.8 Other DIC services

There are other activities which may fall under "Services of the DIC" and Missions often ask the DIC manager to sponsor them. For example, many DIC managers are responsible for setting procedures for the use of the DIC facility and audio-visual

equipment. Some are asked to provide photocopies of documents. Many are asked to be the logistics link for all documents ordered from A.I.D./Washington, not just those related to a DIC user request. Others are given the responsibility of producing the Mission newsletter. Determining what specific services will be offered is in the hands of each Mission.

4.9 CDIE services

Reference is made throughout the manual to various CDIE products and services which DIC's can draw upon as needed. Each DIC manager should become familiar with these services, and keep a copy of the CDIE briefing portfolio in the DIC. When defining and developing services, it is also important that DIC's remember to make Mission staff aware of these supporting services. The portfolio, which includes descriptions of the range of information services and publications available through CDIE, can be obtained by writing:

PPC/CDIE/DI
Room 209, SA-18
Washington, D.C. 20523-1802

USDA/USAID Technical Inquiry Service
Office of International Cooperation
and Development
U.S. Department of Agriculture
Room 3059 South Building
Washington, DC 20250

REQUEST FOR AGRICULTURAL LITERATURE SEARCH

1. REQUESTED BY (Name, title, USAID and office) :

2. YOUR SIGNATURE : _____

3. DATE SUBMITTED : _____ DATE NEEDED : _____

4. DETAILED SUBJECT AREA REQUIREMENTS (Please provide a complete statement of your specific information requirements that defines and limits the kind of literature needed and how it will be used, e.g., in project identification, design, or implementation. Keywords, synonyms and taxonomic terms, where relevant, should be included.) :

5. KIND OF INFORMATION REQUIRED (Please specify what kind of information you are seeking, e.g., USDA or U.S. Government publications, books, and journal articles from worldwide sources.) :

6. GEOGRAPHIC AND CLIMATIC RESTRICTIONS :

7. LANGUAGES (Circle or specify those languages to which literature should be limited) :

(a) English (b) Spanish (c) French (d) other

Exhibit 4.6 Request for Agricultural Literature Search
USDA/USAID Technical Inquiry Service

8. TECHNICAL LEVEL OF INFORMATION REQUIRED (Circle or specify) :

(a) basic (b) intermediate (c) advanced

9. KIND OF TECHNOLOGY NEEDED (Circle or specify) :

(a) appropriate (b) advanced (c) other

10. END-USER OF INFORMATION (Circle or specify) :

(a) USAID (b) AID/W (c) Host-government (d) other

11. REFERENCE WORKS KNOWN (Please list only major articles, publications and/or books that you already have or know about. Do not list publications you would like to receive; the "request for document" form should be used for this purpose.) :

12. PUBLICATION DATES TO WHICH LITERATURE SHOULD BE LIMITED (Circle or specify) :

(a) 1980 to present (b) 1970 to present (c) 1960 to present

(d) if prior to 1960, please specify time period

(e) other

13. OTHER INFORMATION SOURCES CONTACTED (To prevent duplication of effort, please list any other information centers, libraries, institutions, and resource persons you have contacted in regard to this request.) :

14. SEND REQUEST TO:

Mrs. Patricia Wetmore
Supervisory Technical Information Specialist
USDA/OICD Technical Inquiries Group
Room 3059 South Building
Washington, DC 20250

Telephone: (202) 447-2893

A.I.D. Research & Reference Services
TAILORED INFORMATION PACKAGE REQUEST GUIDE

7/87

date request sent

date information required

ISN:

name of mission staff requester

COMPL?

office

USAID mission

ENTRD?

(for R&RS use)

local telephone number

hours + or - DC time

Please describe your subject in terms which define and limit the kind and amount of information you need for your present purpose. Mention any technical terms and synonyms we should look for, and any aspect of your subject that is not relevant in this situation. What useful information do you already have that we should not duplicate? (Continue on reverse if you need more space.)

Please check the types of sources you know you want searched.

- ☐ AID only
- ☐ Subject literature
- ☐ U.S. government
- ☐ Other:
- ☐ International donor organizations
- ☐ Research organization(s)
- ☐ Business firm(s)
- ☐ Bilateral donors (which country?)
- ☐ Individual expert(s)
- ☐ PVOs
- ☐ US or world press

Name specific organizations or individuals we should start our search with, if known:

Language limits: ☐ English only ☐ other language(s) (specify):
Date limits: ☐ current year only ☐ past 3 years ☐ 1980-present ☐ 1970-present ☐ other:
Geographic limits:
Any other limits?

What kind of Tailored Information Package would you prefer? Our usual products are listed below, but, feel free to suggest something else.

- Reference Package (quick assembly of relevant citations, abstracts, or other reference information as appropriate)
- Document Package (selection of a few highly relevant items – allow 2+ weeks if non-AID materials are included)
- Diskette (downloaded sets of AID Development Information System records; specify format and send blank)
- Finished bibliography (compiled, selected, organized, and annotated according to your requirements)

Exhibit 4.7 A.I.D. Research and Reference Services
Tailored Information Package request guide

Appendix A DIC resources

1. Core A.I.D. resources

The following annotated list identifies A.I.D. documents which DIC's should be aware of and possibly retain in their reference collections. It includes sections covering planning documents, budget request documents, evaluations, manuals, financial reports, and directories. Titles showing a DOCID number can be ordered from the A.I.D. Document and Information Handling Facility (DIHF) using this number. The DIHF will provide Missions with one copy (only) of each title requested. Titles included in the A.I.D. Development Information System (DIS) may be requested through the A.I.D. Library. All other titles can be obtained from the issuing office as noted. See also Appendix A.3 for A.I.D.-supported serials and Appendix A.5 for a list of A.I.D. Policy Papers and Policy Determinations.

Planning Documents

Action Plan
Prepared annually by each Mission, derived from its CDSS. For the use of A.I.D. personnel only. Request 1987 and later Action Plans for other Missions from the A.I.D. Library.

A.I.D. Handbooks
Updated regularly. The various handbooks contain official organizational charts, functional statements, guidelines and procedures for A.I.D. organization and committee management. Available from M/SER/IRM/PE, Room 1100B SA-14 Washington, D.C. 20523-1407. Telephone: (703) 875-1641

Blueprint for Development
The Strategic Plan of the Agency for International Development. Issued by PPC/PB, Washington D.C. 20523-0043. April 1985. DOCID # PN-AAS-485

Country Development Strategy Statement (CDSS)
Planning document prepared by USAID's. Formerly annual, now every 3 - 5 years. Available from the DIHF. The A.I.D. Library will identify and order for Missions.

Policy Determinations and Policy Papers
Included as Volume #1 of A.I.D. Handbook. For individual titles see Appendix A.5.

Budget Request Documents

Annual Budget Submissions (ABS)
Prepared annually by each Mission. Unclassified ABS's are in the Development Information System (DIS). Classified ABS's can be requested by A.I.D. personnel from the A.I.D. Library.

Congressional Presentation
Main volume, 4 annexes (Asia, Africa, Latin America, and Centrally Funded Programs), Trade and Development Program, International Organizations, Security Assistance Programs, and Summary Tables. Annual, in March. Available from the Government Printing Office.

Request for Authorizations and Appropriations Submitted to Congress.
Distributed by Bureau of Legislative Affairs (LEG) initially; thereafter individual volumes are included in the DIS or may be obtained from NTIS.

Evaluations

A.I.D. Development Experience Abstracts
Looseleaf series issued by the Center for Development Information and Evaluation (PPC/CDIE). Abstracts are based on CDIE evaluation publications (see Evaluations, below). Contact PPC/CDIE. to be placed on the distribution list.

A.I.D. Evaluation Handbook
A.I.D. Program Design and Evaluation Methodology Report No. 7, April 1987. DOCID# PN-AAL-086. This manual supplements A.I.D. Handbook Volume #3, "Project Assistance."

Evaluations Publications List.
Updated regularly. Includes list of CDIE evaluation publications series including project impact evaluations, program evaluations, special studies, program design and evaluation methodology reports, and discussion papers. Contact PPC/CDIE (209 SA-18, Washington D.C. 20523-1802) to be placed on distribution list.

Financial Reports

A.I.D. Flash Report Worldwide
Financial status of FY 1987 Programs. Report #W-208. Issued monthly by the Office of Financial Management (PFM/FM/CAD), Room 603 SA-2, Washington D.C. 20523-0208

Appropriation Allotment Report by Country
Report #W-211. Issued annually in June by PFM/FM/CAD (address above).

Completed Project Assistance & Activities ("blue book")
Report #W-253. Issued annually in September by PFM/FM/CAD, Room 603, SA-2, Washington D.C. 20523-0208.

Current Technical Service Contracts and Grants ("yellow book")
Issued annually in October by the Office of Procurement (M/SER/OP/PS/SUP) 1433 SA-14, Washington D.C. 20523-1418.

Status of Loan Agreements
Report #W-224. Issued annually in March by the Office of Financial Management (PFM/FM/CAD). Address above.

U.S. Overseas Loans and Grants and Assistance from International Organizations ("green book")
Issued annually by the Office of Planning and Budgeting (PPC/PB/RPA), Room 3847 N.S., Washington D.C. 20523-0043.

Other Reports

Country Profile
Country volumes issued by Office of Foreign Disaster Assistance (OFDA). Revised periodically. Included in the DIS.

Development Issues: U.S. Actions Affecting Developing Countries.
"Annual report of the chairman of the Development Coordination Committee, prepared by the International Development Cooperation Agency." Issued annually in February since 1975. Integrates contributions from all U.S. government entities whose activities involve aspects of foreign assistance. Included in the DIS.

Economic Growth and the Third World
A report on the A.I.D. private enterprise initiative. Bureau for Private Enterprise (PRE), April 1987. DOCID #PN-AAX-075.

Directories

A.I.D. Telephone Directory (A.I.D./Washington offices)

Section B: Alphabetical Directory,
Section C: Organizational Directory
Section D: Overseas Directory
Section E: Directory of Services

All sections are distributed by M/SER/MO/CPM/PD, Room B929 N.S., Washington D.C. 20523-0004 or by M/SER/MO/RM, Room 1200F SA-14, Washington D.C. 20523-1410.

Directory of the Development Information Network.
Regularly updated. Contains names and addresses of A.I.D. Mission DIC's and includes profile of each Center's resources and services. Notebook format. Contact PPC/CDIE/DI (Rm 209 SA-18, Washington D.C. 20523-1802) for distribution.

Directory of Development Resources
U.S.-based, A.I.D.-funded services; international, regional, and national institutions; newsletters and journals; data base services. Bureau for Science and Technology (S&T), November 1983. DOCID #PN-AAP-123.

Directory of Indefinite Quantity Contracts
Latest complete edition 1984. DOCID #PN-AAR-272. Updates since 1984 available from issuing office: M/SER/OP/PS/SUP, Room 1472 SA-14, Washington D.C. 20523-1418.

Directory of Librarians in International Development
Washington State University Libraries, sponsored by A.I.D., 1987. 121 p.
DOCID #PN-AAW-864.

Staffing Pattern
Issued on microfiche by the Office of Personnel Management (PFM/PM/RPS), Room 1134 SA-1, Washington D.C. 20523.

U.S. Nonprofit Organizations in Development Assistance Abroad (TAICH Directory)
8th and final edition, 1983. DOCID #PN-AAN-899.

Voluntary Foreign Aid Programs: American voluntary agencies engaged in overseas relief and development registered with the Agency for International Development.
Issued by the Bureau for Food for Peace and Voluntary Assistance (FVA/PVC/IPS), Room 333 SA-8, Washington D.C. 20523-0808. Last issue FY 1985; new edition anticipated 1988.

2. Core non-A.I.D. resources

The listing attached covers references of a general nature found in many libraries, as well as references of international interest. Given the budget limitations of most DIC's, an effort has been made to include primarily low-cost reference sources although a few more costly items are cited.

In selecting from the attached list, the regional references for the Mission's area of the world would be a high priority. Several of the standard library references, such as *Books in Print* and *Ulrich's International Periodicals Directory* would also be high on the list. A one-volume encyclopedia is a must, along with an almanac. In addition, most of the items listed from the Government Printing Office are relatively inexpensive and most DIC's will be interested in having those on hand.

There are several areas not included in this list that should also make up part up the DIC non-A.I.D. general reference collection. Items *not* included were:

- Host country materials. Each Mission will have to look into what is available, how much it costs and its relevance to the Mission.

- Sector references. It is difficult to get a consensus from experts in each of A.I.D.'s priority areas as to what "the best" references are in a sector. If the Mission is interested in developing its collection on a particular sector, CDIE/DI can provide searches on any area and make suggestions for references.

- Microfiche or non-print media. Again, if this is a gap in the Mission collection, contact CDIE/DI and they will prepare a list of references from which to choose.

- Dissertations from major universities. If DIC or Mission staff members would like more information about current dissertations being published in their fields of interest, CDIE/DI can provide a listing.

Non-A.I.D. general references suggested for a Mission Development Information Center

Annotated Guide to Global Development: Capacity Building for Effective Social Change. 1987. Guy Gran.
Resources for Development and Democracy, 17119 Old Baltimore Road, Olney, MD 20832. $7.95.

Appropriate Technology Sourcebook: A Guide to Practical Books for Village and Small Community Technology. 1986. Ken Darrow & Milo Saxenian.
Volunteers in Asia Publications, 1815 North Lynn Street, Suite 200, Arlington, VA 22209. $26.95.

Asia and the Pacific: A Directory of Resources. 1986. Thomas Fenton & Mary Heffron, eds.
Orbis Books, Maryknoll, NY 10545. $9.95.

Asia Yearbook. 1987 edition. Far East Economic Review, Ltd.
(Order through Taylor & Francis, 3 East 44th Street, New York, NY 10017.) $35.00.

Africa Review 1986. 11th edition.
World of Information, 21 Gold Street, Saffron Walden, Essex CB10 1EJ, United Kingdom. $59.00.

Africa South of the Sahara, 1987. 16th edition.
Europa Publications, Limited, 18 Bedford Square, London, WC1B 3JN, England. $135.00.

Background Notes on Countries of the World. U.S. Department of State.
Copies can be obtained through PPC/CDIE/DI - A.I.D. Library, Room 105, SA-18, Washington, D.C. 20523-1801

Balance of Payments Statistics Yearbook.
International Monetary Fund, 1700 19th Street, N. W., Room 12-510, Washington, D.C. 20431. $12.00.

Books in Print, (7-Volume set - author/title/publishers). 1987-88.
R.R. Bowker Company, 205 E. 42nd Street, New York, NY 10017.
Approximately $250.00.

Budget of the United States Government FY88. Executive Office of the President, Office of Management and Budget.
Government Printing Office, Washington, D.C. 20402. $13.00.

Cassell's French Dictionary. 1977. Denis Girard, ed.
MacMillan Publishing Company, 866 Third Avenue, New York, NY 10022. $19.95.

Cassell's Spanish Dictionary. 1977. Edgar A. Peers, ed.
MacMillan Publishing Company, 866 Third Avenue, New York, NY 10022. $19.95.

Chicago Manual of Style. 1982, revised 13th edition.
University of Chicago Press, 11030 S. Langley Avenue, Chicago, IL 60628. $37.50.

Collins Pocket Portuguese-English, English-Portuguese Dictionary. 1975. N. J. Lamb, ed.
Prentice Hall, Division of Simon & Schuster, Rt. 9W, Englewood Cliffs, NJ 07632. $7.95.

Congressional Directory, 1987-88.
Government Printing Office, Washington, D. C. 20402. $15.00

Concise Columbia Encyclopedia. 1983.
Columbia University Press, 562 West 113th Street, New York, NY 10025. $29.95 (hardcover) or $14.95 (paper).

Country Studies (Area Handbook Series).
Government Printing Office. (Check with Desk Officer or G.P.O. for specific country handbook.)

Directory of Scientific and Technical Terms. 1983, 3rd edition.
McGraw-Hill Book Co., Princeton Road, Hightstown, NJ 08520. $80.00.

Direction of Trade Statistics Yearbook.
International Monetary Fund, 1700 19th Street, N. W., Room 12-510, Washington, D.C. 20431. $25.00.

Economic Dictionary. 1984, 2nd edition. Donald W. Moffat, ed.
Elsevier Scientific Publishing Company, Inc., 52 Vanderbilt Avenue, New York, NY 10017. $31.50.

Europa Year Book. 2 volume set. 1986.
Europa Publications Limited, 18 Bedford Square, London, WC1B 3JN, England. $200.00.

FAO Production Yearbook. 1985, Volume 38.
Bernan-UNIPUB, 10033-F George Palmer Highway, Lanham, MD 29793-4391. $30.50.

Far East and Australasia. 1987, 18th edition.
International Publication Service, 242 Cherry Street, Philadelphia, PA 19106-1906. $155.00.

Fedfind: Your Key to Finding Federal Government Information. 1986, 2nd edition.
ICUC Press, P.O. Box 1447, Springfield, VA 22151. $9.95.

Geographical Distribution of Financial Flows to Developing Countries, 1981-84. 1986.
OECD, 2001 L Street, N. W., Washington, D. C. 20526. $32.00.

ICE (Peace Corps) Information Collection & Exchange Catalog. 1986.
Peace Corps ICE, 806 Connecticut Avenue, N.W., Washington, D.C. 20526. Free.

Goode's World Atlas. 1986, 17th edition. Edward B. Espenshade, Jr., ed.
Rand McNally, P. O. Box 7600, Chicago, IL 60680. $19.95.

Information Please Almanac. 1987.
Houghton Mifflin Company, 1 Beacon Street, Boston, MA 02108. $5.95.

International Encyclopedia of Population (2 Volumes). 1982. John Ross, ed.
MacMillan Publishing Company, 866 Third Avenue, New York, NY 10022. $145.00.

International Finance Statistics Yearbook, 1987.
International Monetary Fund, 1700 19th Street, N. W., Room 12-510,
Washington, D.C. 20431. $120.00 (includes monthly update - 12 per year).

International Foundation Directory. 1986, 24th edition. H.V. Hodson, ed.
Gale Research Company, Book Tower, Detroit, MI 48226. $95.00.

Key Officers of Foreign Service Posts.
Government Printing Office, Washington, D. C. 20402. $10.00.

Latin America & Carribbean Review. 1986, 8th edition.
World of Information, 21 Gold Street, Saffron Walden, Essex CB10 1EJ, United Kingdom.
$59.00.

Legislation on Foreign Relations (3 volumes). U.S. House of Representatives.
Distributed to Missions by Legislative Affairs Office, A.I.D./Washington.

Lincoln Library of Essential Information. 1985.
Frontier Press Co., P. O. Box 1098, Columbus, OH 43216. $141.95.

A Map Catalog: Every Kind of Map and Chart on Earth and Even Some Above It. 1987.
Joel Makower, ed.
Vintage: Random House, 201 East 50th Street. New York, NY 10022. $14.95.

Merck Index. 1983, 10th edition. Martha Windholz, ed.
Merck & Co., P. O. Box 2000, Rathway, NJ 07065. $28.50.

Middle East and North Africa 1987. 33rd edition.
Europa Publications Limited, 18 Bedford Square,
London, WC1B 3JN, England. 1986. $135.00.

New Columbia Encyclopedia. 4th edition.
Columbia University Press, 562 W. 113th Street, New York, NY 10025. $79.50
(Distributed by J.B. Lippincott).

New International Atlas. 1986, revised edition.
Rand McNally, P. O. Box 7600, Chicago, IL 60680. $150.00

Quarterly Economic Review: Annual Supplements (for specific country).
Economist Publications, Ltd., 25 St. James Street, London SW1A 1HG - T United Kingdom.
Price varies for each country supplement.

Rand McNally Zip Code Atlas. 1984.
Rand McNally, P. O. Box 7600, Chicago, IL 60680. $17.95.

Random House Dictionary of the English Language. 1987, 2nd edition. (Unabridged).
Random House, Inc., 400 Hahn Road, Westminster, MD 21157. $79.95.

Random House Encyclopedia, revised edition.
Random House, 1983, 400 Hahn Road, Westminster, MD 21157. $99.95.

Reference List of Audiovisual Materials Produced by the U. S. Government. 1978.
Audiovisual Center, National Archives & Records Services, 7th St. & Pennsylvania Ave. N. W., Washington, D.C. 20408 $25.00 (est.)

Research Centers Directory (2 volume set and supplements). 1987, 11th edition. Michelle Watkins, ed.
Gale Research Company, Book Tower, Detroit, Michigan 48226. $585.00. (Due to the high cost of this directory, it is suggested only for Regional DICs or DICs who are heavily involved in international research centers).

Roget's International Thesaurus. 1977, 4th edition.
Thomas Y. Crowell Co., 10 E. 53rd Street, New York, NY 10022. $12.45.

Small Technical Libraries. 1980.
D.M. Campbell, UNESCO, distributed by Bernan-UNIPUB, 10033-F George Palmer Highway, Lanham, MD 29793-4391. $6.00.

Statesman's Yearbook. 1986-87, 121st edition.
St. Martin's Press, Inc., 175 Fifth Avenue, New York, NY 10010. $45.00.

Statistics Sources, Statistical Abstract of the United States. 1987, 107th edition.
Government Printing Office, Washington, D. C. 20402. Published annually.
Approximately $25.00.

UN Statistical Yearbook. 1983.
Bernan-UNIPUB, 10033-F George Palmer Highway, Lanham, MD 29793-4391. $65.00.

TAICH Directory (U.S. Nonprofit Organizations in Development Assistance Abroad). 1983
(This book is no longer being published; however, the 1983 edition is available through the A.I.D. Document Information Handling Facility. Order Number PN-AAN- 899.) Free.

Treaties in Force. 1986.
Government Printing Office, Washington, D. C. 20402. 1986. $16.00.

U.S. Government Manual, 1987-88.
Government Printing Office, Washington, D. C. Approximately $20.00.

Ulrich's International Periodicals Directory (2 volume set). 1987-88, 26th edition.
R. R. Bowker. 1987. $159.95.

Webster's New Biographical Dictionary. 1983.
Merriam-Webster, Inc., P. O. Box 281, Springfield MA 01102. $21.95.

Webster's New Geographical Dictionary. 1984.
Merriam-Webster, Inc., P. O. Box 281, Springfield, MA 01102. $19.95.

World Development Report, 1987.
World Bank Publications, 1818 H Street, N. W., Washington, D. C. 20433. $12.95.

World Food Needs and Availability.
USDA, Economic Research Service Publications Unit, 1301 New York Avenue, N. W., Room 208, Washington, D. C. 20005-4788. Free.

World Indices of Agriculture and Food Production: 1975-1984.
USDA, Economic Research Service Publications Unit, 1301 New York Avenue, N. W., Room 208, Washington, D. C. 20005-4788. Free.

World Debt Tables: External Debt of Development Countries, 1986- 87 and supplements.
World Bank Publications, 1818 H Street, N. W., Washington, D. C. 20433. $75.00.

World Tables.1983, 3rd edition.
World Bank Publications, 1818 H Street, N. W., Washington, D. C. 20433. $32.50 (paper).

3. A.I.D. supported serials

The Agency for International Development issues many serial publications, some of which are sent regularly to the Missions (*Horizons* and *Front Lines*, for example). In addition, the Agency supports many newsletters through its projects. The entire listing of A.I.D.-supported serials is available from the A.I.D. Library but would be too extensive for the purposes of this manual. Below is a sampling of these publications, together with ordering information. Not every A.I.D. Mission will find the attached listing appropriate for its needs; some of the publications may already be in the Mission. In any case, all the publications in this list are free to A.I.D., so do not hesitate to write to the publishing organization for any that might be of interest.

Agrotechnology Transfer — Quarterly
University of Hawaii Coll. of Tropical Agriculture
& Human Resources
Dept. of Agronomy & Soil Science ISBNAT Project
2500 Dole Street
Honolulu, HI 96822

AID Development Experience Abstracts — Irregular
US Agency for International Development
PPC/CDIE/DI Room 209, SA 18
Washington, DC 20523-1802

AID Research & Development Abstracts — Irregular
US Agency for International Development
PPC/CDIE/DI Room 209, SA 18
Washington, DC 20523-1802

AID Update — Monthly
(Contract, Grant, Procurement Notices & News)
International Publications
2033 M Street, NW, Room 300
Washington, DC 20036

ALERTEC — Monthly
INFOTEC
Apartado Postal 19-194 Mexcoac - B
Juarez 03910, Mexico

ALPAN (African Livestock Policy Analysis Network) — Irregular
International Livestock Centre for Africa (ILCA)
P.O.B. 5689
Addis Ababa, Ethiopia

Appropriate Technology Bulletin — Irregular
Appropriate Technology International
1331 H Street, NW
Washington, DC 20005

Aquanews — Quarterly
Oregon State University
Mark O. Hatfield Marine Science Center
Newport, OR 97365

ARD Notes — Monthly
Agricultural & Rural Development Division (ARD)
Bureau for Science and Technology
U.S. Agency for International Development
Washington, DC 20523-1809

Arid Lands Newsletter — Irregular
University of Arizona, Office of Arid Land Studies
845 North Park Avenue
Tucson, AZ 85719

Bibliography of Readings in Farming Systems — Irregular
University of Florida
Institute of Food and Agricultural Sciences
International Programs
3028 McCarty Hall
Gainesville, FL 32611

BIFAD Briefs — 7 per year
Board for International Food & Agricultural
Development (BIFAD)
1717 H Street, Room 947
Washington, DC 20523-0059

BOSTID Development — 3 per year
National Academy of Sciences
National Research Council
Commission on International Relations
2101 Constitution Avenue, NW
Washington, DC 20418

Child Survival Action News — Annual
National Council for International Health
2100 Pennsylvania Avenue, NW, Suite 740
Washington, DC 20037

CIMMYT News Release — Irregular
International Maize and Wheat Improvement
Center (CIMMYT)
Apartado Postal 6-641
Londres 40, Mexico 6, D.F.

CIP Circular — Quarterly
International Potato Center (CIP)
P.O. Box 5969
Lima, Peru

Cooperative News International — Quarterly
Agricultural Cooperative Development International
50 F Street, NW, Suite 900
Washington, DC 20001

Diarrhoea Dialogue — Quarterly
Appropriate Health Resources and Technologies
Action Group (AHRTAG) Ltd.
85 Marylebone High Street
London W1M 3DE, UK

DIS / New Acquisitions : A.I.D. Evaluation Reports — Bimonthly
A.I.D. Document and Information Handling Facility
7222 47th Street, Suite 100
Chevy Chase, MD 20815

DIS / New Acquisitions : A.I.D. Project Descriptions — Bimonthly
A.I.D. Document and Information Handling Facility
7222 47th Street, Suite 100
Chevy Chase, MD 20815

DIS / New Acquisitions : A.I.D. Technical Reports — Monthly
A.I.D. Document and Information Handling Facility
7222 47th Street, Suite 100
Chevy Chase, MD 20815

Farm Forestry News Quarterly — Quarterly
Winrock International Institute for Agricultural Development
1611 North Kent Street
Arlington, VA 22209

Farming Systems Research News for the Middle East and North Africa — Quarterly
ICARDA
P.O. Box 5466
Aleppo, Syria

Flash Reports — Monthly
(USAID Inspector General Audit Report Lists)
US Agency for International Development
Washington, DC 20523-0060

Front Lines — Monthly
US Agency for International Development
Bureau for External Affairs
Washington, DC 20523-0062

FSSP - Farming Systems Support Project Newsletter — Irregular
University of Florida
Farming Systems Support Project
3028 McCarty Hall
Gainesville, FL 32601

IFDC Report — Quarterly
International Fertilizer Development Center (IFDC)
Muscle Shoals, AL 35660

IFPRI Abstracts — Monthly
International Food Policy Research Institute (IFPRI)
1776 Massachusetts Avenue, NW
Washington, DC 20036

IFPRI Report — Quarterly
International Food Policy Research Institute (IFPRI)
1776 Massachusetts Avenue, NW
Washington, DC 20036

ILCA Bulletin — Quarterly
International Livestock Centre for Africa (ILCA)
P.O.B. 5689
Addis Ababa, Ethiopia

ILCA Newsletter — Quarterly
International Livestock Centre for Africa (ILCA)
P.O.B. 5689
Addis Ababa, Ethiopia

ILRAD Reports — Irregular
International Laboratory for Research on Animal Diseases (ILRAD)
P.O. Box 30709
Nairobi, Kenya

IMPACT
Management Resources for Private Voluntary Organizations/Private Agencies Collaborating Together (PACT)
777 UN Plaza
New York, NY 10017

International Conferences Related to Pest Management — Quarterly
Consortium for International Crop Protection
2288 Fulton Street Suite 310
Berkeley, CA 94704

International Family Planning Perspectives — Quarterly
Guttmacher (Alan) Institute
111 Fifth Avenue,
New York, NY 10010

International Rice Research Institute Newsletter, — Monthly
International Rice Research Institute (IRRI)
P.O. Box 933
Communication and Publications Department
Manila, Philippines

IRRI Reporter — Quarterly
International Rice Research Institute (IRRI)
P.O. Box 933 , Communication and Publications Department
Manila, Philippines

ISNAR Newsletter — Irregular
International Service for National Agricultural Research (ISNAR)
P.O. Box 93375
2509 AJ The Hague, Netherlands

LEC Newsletter — Annual
Colorado University
Department of Agricultural & Chemical Engineering
Fort Collins, CO 80523

LENS (Lentil Experimental News Service) Newsletter
International Center for Agricultural Research in the Dry Areas (ICARDA) Documentation Unit
P.O. Box 5466
Aleppo, Syria

NAFEO / AID Update and Grants and Contracts Supplement — Quarterly
National Association for Equal Opportunity in Higher Education
2243 Wisconsin Avenue, NW
Washington, DC 20007

News from CGIAR — Quarterly
Consultative Group on International Agricultural Research (CGIAR)
1818 H Street, NW
Washington, DC 20433

News from IICA
Inter-American Institute for Cooperation on Agriculture (IICA)
Apartado 55 - 2200 Coronado
San Jose, Costa Rica

Network (FHI) — Quarterly
Family Health International
Research Triangle Park, NC 27709

Nutrition Planning — Quarterly
131 Clarendon Street
Boston, MA 02116

Optique Africaine D'Urbanisme — Monthly
RHUDO c/o American Embassy
ol B.P. 1712
Abidjan ol, Cote d'Ivoire

ORT (Oral Rehydration Therapy) Technical Literature — Update
Pritech Project Information Center
1655 North Fort Meyer Drive, Room 700
Arlingtion, VA 22209

PACT - Private Agencies Collaborating Together — Irregular
777 UN Plaza,
New York, NY 10017

Peanut Collaborative Research Support Program Newsletter — Irregular
University of Georgia
Georgia Experiment Station
Experiment, GA 30212

Popline Previews — Monthly
Johns Hopkins University
Population Information Program
Hampton House, 624 North Broadway
Baltimore, MD 21205

Population Headlines — Monthly
UN Economic & Social Commission for Asia and the Pacific (ESCAP)
UN Building, Rajadamnem Noh Avenue
Bangkok 10290 Thailand

Populi — Quarterly
UN Fund for Population Activities (UNFPA)
220 East 42nd Street
New York, NY 10017

Post-Harvest Quarterly — Quarterly
SEARCA College
Laguna 3720, Philippines

Sahel Bibliographic Bulletin — Quarterly
Michigan State University Libraries
Sahel Documentation Center
East Lansing, MI 48824

Schisto Update — Quarterly
McConnell Clark (Edna) Foundation
250 Park Avenue
New York, NY 10017

SEARCA Diary — Monthly
Southeast Asian Regional Center for Graduate Study and Research in Agriculture
University of Philippines
SEAMEO Regional Center for Graduate Study & Research in Agriculture,
Los Banos, Aguna 3720, Philippines

Seeds — Irregular
P.O. Box 3023 Grand Central Station
New York, NY 10163

SERLETTER Management Information Bulletin — Irregular
US Agency for International Development
Washington D.C. 20523-1437

Small Ruminant and Camel Group Newsletter — Annual
International Livestock Centre for Africa (ILCA)
P.O.B. 5689
Addis Ababa, Ethiopia

SMIC Newsletter — Irregular
Sorghum and Millet Information Center
ICRISAT Patancheru P.O.
Andhra Pradesh, India 502324

Social Marketing Update — Quarterly
(An International Newsletter on Quarterly Contraceptive Marketing)
Futures Group
1111 14th Street, NW
Washington, DC 20005

Soil Taxonomy News — Monthly
Cornell University
Agronomy Department Soil Management Support Services
Ithaca, NY 14852

USAID Highlights
US Agency for International Development
Bureau for External Affairs
Washington, DC 20523-0062

Irregular

4. Non-A.I.D. supported serials

The list of suggested serials below cuts across many of A.I.D.'s interest areas in every region of the world and includes the most common serials requested by A.I.D. staff. Based on the serials lists of several Missions, the result is lengthy but reasonably comprehensive. The price of the serial is noted along with the address of the publisher for ordering convenience. The A.I.D. Library in Washington is willing to provide ordering information for any serials not included. Many DIC's have chosen to order a few general development serials, along with a few in areas of technical interest. These serials, when combined with the many A.I.D. supported serials available free of charge to Missions, provide state-of-the-art information for DIC users. Prices quoted are as of June, 1988.

ACIAR Abstract — Irregular
Australian Centre for International Agricultural Research
G.P.O. Box 1571
Canberra ACT 2601, Australia $10.00

ADB Quarterly Review 1982- — Quarterly
Asian Development Bank Mailing Lists Section
Information Office
P.O. Box 789
Manila 2800, Philippines Inquire for price.

Advances in Contraception — Quarterly
Kluwer Academic
P.O. Box 358 Accord Station
Hingham, MA 02018-0358 $79.65

Africa Analysis : the Fortnightly Bulletin on Financial and Political Trends — Annual
427 London House
26-40 Kensington High Street
London W8 4PF, UK $305.00

Africa Confidential — Bi-weekly
Miramoor Publications, Ltd.
Flat 5, Rutland Gate
London SW7, UK $150.00

Africa: an International Business Economic & Political Magazine, 1984- — Monthly
Africa Journal Ltd.
Kirkman House, 54 A Tottenham Court Road
London W1P 0BT, UK $54.15

Africa Report, 1983- — Monthly
African - American Institute
Africa Policy Information Center
833 UN Plaza
New York, NY 10017 $28.00

Africa Research Bulletin - Economic Series — Monthly
Africa Research Ltd.
1A Summerland Street
Exeter, Devon EX1 2AF UK $270.00

Agricultural Information & Documentation — Quarterly
(AID) Systems FAO
Food & Agricultural Organization (FAO)
Library and Documentation Systems Division
Via delle Terme di Caracalla
00100 Rome, Italy Inquire for price.

Agribusiness Worldwide — Annual
3 Gul Cresent
Singapore 2262, Singapore Inquire for price.

Agroforestry Systems - an International Journal — Monthly
Kluwer Academic
P.O. Box 358 Accord Station
Hingham, MA 02018-0358 $67.36

AIDS Letter — 6 per year
Royal Society of Medicine
Publication Department
1 Wimpole Street
London W1M 8AE, UK 12.00 pds

AIDS Newsletter — Quarterly
Appropriate Health Resources and Technologies Action Group (AHRTAG) Ltd.
85 Marylebone High Street
London W1M 3DE, UK $10.00

Alternative Sources of Energy — Annual
107 South Central Avenue
Milaca, MN 56353 $48.00

American Economic Review — Irregular
American Economic Association
Oxford House
1313 21st Avenue South, Suite 809
Nashville, TN 37212 $105.00

American Journal of Agricultural Economics — 5 per yr
American Agricultural Economics Association
c/o Sydney C. James
Department of Economics, Iowa State University
Ames, IA 50011 $65.00

American Journal of Public Health — Monthly
American Public Health Association
1015 15th Street, NW
Washington, DC $60.00

Asian Survey — Monthly
University of California Press
2223 Fulton Street
Berkeley, CA 94720 $60.00

Bulletin of the International Bureau of Education — Quarterly
UNESCO International Bureau of Education
P.O. Box 199
CH-1211 Geneva 27, Switzerland PRICE: 20.00

Bulletin of the World Health Organization — Monthly
World Health Organization (WHO)
Distribution and Sales
CH-1211 Geneva 27, Switzerland

CAB (Commonwealth Agricultural Bureaux) International News — Quarterly
Commonwealth Agricultural Bureaux (CAB)
Farnham House
Farnham Royal Slough, SL2 3BN UK Inquire for price.

CERES FAO Review on Agriculture and Development, — Monthly
Via delle Terme di Caracalla
00100 Rome, Italy $17.00

Commerce Business Daily — Weekdays
US Government Printing Office (GPO)
Superintendent of Documents
Washington, DC 20402 $173.00

Congressional Yellow Book — Quarterly
Monitor Publishing Company
1301 Pennsylvania Ave,. NW, Suite 1000
Washington, DC 20004 $103.00

Current Contents - Agriculture, Biology & Environmental Science — Weekly
Institute for Scientific Information
3501 Market Street
University City Science Center
Philadelphia, PA 19104 $272.00

Current Contents - Social & Behavioral Sciences — Weekly
Institute for Scientific Information
3501 Market Street
University City Science Center
Philadelphia, PA 19104 $272.00

D & C - Development & Cooperation, 1977- — Quarterly
German Foundation for International Development
Postfach 120518
D-5300 Bonn 1, West Germany Inquire for price.

Development Dialogue, 1975- — 2 per year
Swedish International Development Authority (SIDA)
Birger Jarlsgatan 61
105 25 Stockholm, Sweden Free.

Development Forum (UN) — 10 per year
P.O. Box 5850 GCPO
New York, NY 10163-5850 $25.00

Development Forum - Business Edition — Monthly
Johns Hopkins University Press
701 West 40th Street, Suite 275
Baltimore, MD 21211 $250.00

Development in Action (UNDP Newsletter)
UN Development Program
Division of Information
New York, NY 10017 Inquire for price.

Development Information Abstracts — Monthly
UN Department of International
Economic and Social Affairs
Information Systems Unit, Room DC2-1771
New York, NY 10017 Inquire for price.

Economic Development and Cultural Change — Quarterly
University of Chicago Press (Journals Division)
P.O. Box 37005
Chicago, IL 60637 $110.00

Economist — Weekly
H.E. Stenfert B.V.
Box 33
Leiden, Netherlands $109.00

Family Planning Perspectives (US), 1977- — Monthly
Guttmacher (Alan) Institute
111 Fifth Avenue
New York, NY 10010 $24.00

FAO Monthly Bulletin of Statistics — Monthly
Food and Agriculture Organization (FAO)
Distribution and Sales Section
Via delle Terme di Caracalla
00100 Rome, Italy $15.00

FAO Production Yearbook — Annual
Food and Agriculture Organization (FAO)
Distribution and Sales Section
Via delle Terme di Caracalla
00100 Rome, Italy Inquire for price.

Far Eastern Economic Review — Weekly
Far Eastern Economic Review
Publications Division
G.P.O. Box 160
Hong Kong $60.00

Finance and Development, 1981- — Quarterly
International Monetary Fund (IMF)
Attn: Publications Unit
700 19th Street, NW
Washington, DC 20431 Free.

Food and Nutrition (FAO), 1984- — Annual
Food and Agriculture Organization (FAO)
Distribution and Sales Section
Via delle Terme di Caracalla
00100 Rome, Italy $5.00

Food Outlook, 1984- — Monthly
Food and Agricultural Organization (FAO)
Food Information Group
Via delle Terme di Caracalla
00100 Rome, Italy $5.00

Food Policy — Quarterly
Butterworth
80 Montvale Avenue
Stoneham, MA 02180 $153.00

Foreign Affairs (US) — 5 per year
Council on Foreign Relations, Inc.
58 East 68th Street
New York, NY 10021 $25.00

Habitat News — 3 per year
UN Centre for Human Settlements
2206 East Mall
Vancouver, B.C., Canada V6T 1W5 Free.

ICRAF Newsletter — Annual
International Council for Research in
Agroforestry (ICRAF)
P.O. Box 30677
Nairobi, Kenya Inquire for price.

IDRC Reports 1981- — Quarterly
International Development Research Centre (IRDC)
P.O. Box 8500
Ottawa, Ontario, Canada K1G 3H9 Free.

IMF Survey — Bi-weekly
International Monetary Fund (IMF)
Attn: Publications Unit
700 19th Street, NW
Washington, DC 20431 Free.

International Agricultural Development — 6 per yr
Pharos Publishing Services Ltd.
5-11 Lavington Street
London SE1 0NZ, UK $30.94

International Bibliography: Publications of Intergovernmental Organizations — Quarterly
UNIPUB
4611-F Assembly Drive
Lanham, MD 20706-4391 $55.00

International Financial Statistics (English ed.) — Monthly
International Monetary Fund (IMF)
Attn: Publications Unit
700 19th Street, NW
Washington, DC 20431 $100.00

IPPF Medical Bulletin — Monthly
International Planned Parenthood Federation (IPPF)
18-20 Lower Regent Street
London SW1Y 4PN, UK Inquire for price.

Issues in Science and Technology — Quarterly
National Academy of Sciences Computer Data Center
P.O. Box 661
Holmes, PA 19043-9961 $24.00

Journal of Development Economics — Irregular
North - Holland Publishing Co.
P.O. Box 211
100 AE Amsterdam, Netherlands $385.18

Journal of Development Studies — Quarterly
Frank Cass & Co., Ltd.
Gainsborough House
11 Gainsborough Road
London E11 1RS, UK $102.10

Journal of Economic Literature — Quarterly
American Economic Association
Oxford House
1313 21st Avenue South, Suite 809
Nashville, TN 37212

Library Currents — Monthly
Practical Perspectives
P.O. Box 4518
Austin, TX 78765 $40.00

Maps on file — Annual
460 Park Avenue South
New York, NY 10016 $35.00

Microcomputers for Information Management: an International Journal for Library and Information Services — Quarterly
Ablex Publishing Corporation
355 Chestnut Street
Norwood, NJ 07648 $72.00

Middle East: Abstracts and Index — Annual
Northumberland Press
177 Boulevard of the Allies
Pittsburgh, PA 15219 $200.00

Mosaic (GPO) — Quarterly
US Government Printing Office (GPO)
Superintendent of Documents
Washington, DC 20402 $5.00

OECD Observer — Monthly
Organisation for Economic Co-operation and Development (OECD)
Publications Service
2, rue Andre-Pascal
75775 Paris Cedex 16, France $16.45

Peace Corps Times, 1981- — Monthly
Peace Corps
Washington, DC 20525 Inquire for price

POPINDEX - Africa — Bi-annual
Population Index
Business Manager
21 Prospect St.
Princeton, NJ. 08540

Population Bulletin — 4 per year
Population Reference Bureau, Inc.
777 14th Street, NW, Suite 800
Washington, DC 20005 $200.00

Population and Development Review — Quarterly
Population Council
Office of Communications
1 Dag Hammarskjold Plaza
New York, NY 10017 $24.00

Regional Development Dialogue — Quarterly
UN Centre for Regional Development
Marunounchi 2-4-7 Naka-ku
Nagoya 460, Japan $20.00

Renewable Energy Review Journal — Annual
Asian Institute of Technology
P.O. Box 2754
Bangkok 10501, Thailand Inquire for price.

Research News, 1980- — 3 per year
World Bank
1818 H Street, NW
Washington, DC 20433 Free.

Rural Sociology — Quarterly
Allen Press, Inc.
Box 368
Lawrence, KS 66044 $48.00

Savings and Development, 1979- — Quarterly
Vicus Vigilio
Finafrica
10/2014 Milan, Italy Free.

Third World Planning Review — Quarterly
Liverpool University Press
P.O. Box 147
Liverpool L69 3BX, UK $68.00

Third World Quarterly — Quarterly
Third World Foundation
New Zealand House
80 Haymarket
London SW1Y 4TS, UK $99.00

Third World Resources — Quarterly
Data Center
464 19th Street
Oakland, CA 94612 $25.00

Tropical Agriculture — Quarterly
80 Montvale Avenue
Butterworth
Stoneham, MA 02180 $122.00

UFSI Reports 1982- — Irregular
Universities Field Staff International, Inc.
Box 150
Hanover, NH 03755 $125.00

UNCTAD Bulletin — 11 per year
UN Conference on Trade & Development
Geneva, Switzerland Inquire for price.

UNIDO Newsletter 1980 — Monthly
UN Industrial Development Organization (UNIDO)
P.O. Box 300
A-1400 Vienna, Austria Free.

VITA News — Quarterly
Volunteers in Technical Assistance, Inc. (VITA)
Documentation Center
1815 North Lynn Street, Suite 200
Arlington, VA 22209 $15.00

Washington Post National Weekly Edition — Weekly
Subscription Services Department
P.O. Box 11337
Des Moines, IA 50350-1337 $39.00

World Development Letter — Weekly
Appropriate Technology — Quarterly
Intermediate Technology Publications, Ltd.
103/105 Southampton Row
London WC1B 4HH, UK $17.01

World Animal Review, 1983- — Annual
Food and Agriculture Organization (FAO)
Distribution and Sales Section
Via delle Terme di Caracalla
00100 Rome, Italy $16.00

World Health Statistics Quarterly — Quarterly
World Health Organization (WHO)
Publications Center
49 Sheridan Avenue
Albany, NY 12210 $55.00

World Water — Monthly
Thomas Telford Ltd.
Publications Division
26-34 Old Street
London EC1V 9AD, UK $86.00

5. A.I.D. Policy Papers and Policy Determinations

Documents in the Policy Papers and Policy Determinations series listed below may be ordered in microfiche or paper copy form by writing the A.I.D. Document and Information Handling Facility, 7222 47th St., Suite 100, Chevy Chase, MD 20815. Be sure to include the fiche number (e.g., PN-AAM-323) with the request.

Title - Policy Paper	Date	Fiche #
Domestic Water and Sanitation	May 1982	PN-AAM-323
Food and Agricultural Development	May 1982	PN-AAM-322
Nutrition	May 1982	PN-AAM-321
Recurrent Costs	May 1982	PN-AAM-319
Population Assistance	September 1982	PN-AAM-320
Private and Voluntary Organizations	September 1982	PN-AAM-318
Women in Development	October 1982	PN-AAL-777
Pricing, Subsidies, and Related Policies in Food and Agriculture	November 1982	PN-AAN-373
Approaches to the Policy Dialogue	December 1982	PN-AAM-431
Basic Education and Technical training	December 1982	PN-AAM-190
Health Assistance	December 1982	PN-AAL-817
Institutional Development	March 1983	PN-AAN-108
Co-Financing	May 1983	PN-AAN-457
Local Organizations in Development	March 1984	PN-AAQ-157
Energy	July 1984	PN-AAQ-160
Urban Development Policy	October 1984	PN-AAQ-158
Shelter	February 1985	PN-AAQ-162
Private Enterprise Development	March 1985	PN-AAQ-163
International Disaster Assistance	May 1985	PN-AAQ-164
Cooperative Development	April 1985	PN-AAQ-165
Trade Development	July 1986	PN-AAV-461
Health Assistance (revised)	December 1986	PN-AAV-462
Environment and Natural Resources	April 1988	PN-AAV-464

Title - Policy Determination	Date	Fiche#
PD #1 Narcotics	August 5, 1982	PN-AAM-443
PD #2 Mixed Credits	September 29, 1982	PN-AAM-444

Title - Policy Determination	Date	Fiche #
PD #3 Voluntary Sterilization	September, 1982	PN-AAM-445
PD #4 Title XII	October 5, 1982	PN-AAM-446
PD #5 Programming PL 480 Local Currency Generations	February 22, 1983	PN-AAM-591
PD #8 Participant Training	July 13, 1983	PN-AAP-273
PD #9 Loan Terms Under PL 480 Title I	September 27, 1983	PN-AAN-753
PD #10 Development Communications	February 17, 1984	PN-AAP-616
PD #11 Using PL 480 Title II Food Aid for Emergency or Refugee Relief	July 26, 1984	PN-AAQ-159
PD #12 Human Rights	September 26, 1984	PN-AAQ-161
PD #13 Land Tenure	May 9, 1986	PN-AAQ-166
PD #14 Implementing A.I.D. Privatization Objectives	June 16, 1986	PN-AAQ-167
PD #15 Assistance to Support Agricultural Export Development	September 13, 1986	PN-AAV-460
PD #16 Program Financing Arrangements with Independent Organizations	October 9, 1987	PN-AAV-463

Appendix B USAID classification scheme and cataloging guidelines

1. USAID Classification scheme

Introduction

A.I.D.'s Center for Development Information and Evaluation, Development Information Division (CDIE/DI) has designed the following classification scheme for use in the Agency's overseas Mission information centers or other small development-related libraries. The purpose of the scheme is to provide a framework for organizing a document collection by primary subject, and to keep related subjects together on the shelves.

The USAID Classification Scheme is a synthesis of subject terminology selected from the *A.I.D. Thesaurus*, and the coding structure of the *AGRIS/CARIS Categorization Scheme* developed by the Food and Agriculture Organization (FAO). It consists of two parts: the scheme itself, organized by major subject category, and the alphabetical index to the scheme.

Each of the 17 major subject categories covered by the scheme corresponds to a single upper case letter. These categories parallel those in the *A.I.D. Thesaurus* with one exception: geographical area terms are excluded. The subject areas are as follows:

A	Agriculture
B	Culture and humanities
C	Communication
D	Economics
E	Education
F	Energy
J	Government and law
K	Health and nutrition
L	Human settlements
M	Industry and technology
N	Labor
P	Management
R	Natural resources and environment
S	Population and demography
T	Science
U	Sociology and psychology
W	Transportation

Within each broad category, specific subjects are then listed in an order which keeps related subjects together, and then assigned a four-character alphanumeric code. An example of some of the subjects and codes in the Agriculture section of the scheme follows:

AA00 Agriculture (general)

AA20 Agricultural research
AA21 Agricultural surveys
AA22 Farming systems research

AA30 Agricultural development

AA40 Agricultural policy
AA41 Food policy
AA42 Food prices

AA50 Agricultural planning

AA80 Agricultural aspects

The number of related subjects listed within each category varies according to the extent of coverage of each category in a general development collection. There are many subjects related to Agriculture, for example, and very few in the area of Culture and Humanities.

Some subjects seemingly relate to more than one category. However, the objective of the scheme is to identify a single location for each subject. For example, "Food aid programs" could conceivably relate to Agriculture, as well as to Health and Nutrition. In this scheme, it is listed only under Agriculture because of its association in A.I.D. with agricultural products.

The second part of the scheme, the index, is especially useful in identifying the category to which each subject is assigned. The index simply lists all of the subjects in alphabetical order, regardless of the subject category, with the corresponding code to the left.

Using the Classification Scheme

To use the scheme, the primary subject of each item is first determined, and then the code corresponding to that subject is printed on the spine or upper left hand corner of the cover. The code thus serves as an "address" to the shelf location of each item. (This address - or call number - may also include a supplementary code to distinguish among items assigned the same subject code. This supplementary code may be based on the author's last name, the first letters in the title, or an accession number.)

One of the most difficult aspects of using a classification scheme for a subject-oriented shelf arrangement is determining the primary subject of each item. Most documents are "about" several topics. For example, a book entitled "Agricultural credit for cereal crop production" could accurately be said to cover the subjects of "Agricultural credit" and "Cereal crops." A more thorough examination of the book's contents might reveal that it also discusses the role of "Agribusiness."

This poses no problem when describing the subject content in the catalog record as several subject descriptors can be assigned. However, there can be only one shelf location code. The following guidelines may help in resolving such dilemmas:

Try to be consistent. If the book in the above example is assigned the classification code for "Agricultural credit," then other similar books should be handled in the same way. Check the shelf under each subject when in doubt. Assign the classification code that would place the item under the topic of most interest to information center users. This, of course, is based upon experience and a good understanding of user information needs. Remember that the shelf arrangement is not the only means of identifying materials on a particular subject; the catalog is an additional, and often more frequently used, location aid.

Finally, if the scheme does not include a subject term which is covered in the collection and which users commonly look for, simply add that subject to the local copy of the scheme. Spaces are left in the numbering system to accomodate such additions.

USAID Classification scheme - category listing

A Agriculture

AA00 Agriculture (General)
AA20 Agricultural research
AA21 Agricultural surveys
AA22 Farming systems research
AA30 Agricultural development
AA40 Agricultural policy
AA41 Food policy
AA42 Food prices
AA50 Agricultural planning
AA80 Agricultural aspects

AC00 Agricultural education
AC10 Agricultural extension
AC20 Agricultural schools
AC30 Agricultural colleges
AC40 Agricultural training

AD00 Agricultural management
AD10 Agricultural cooperatives
AD20 Agricultural production management
AD30 Agricultural water management
AD40 Farming systems

AE00 Agricultural economics
AE10 Agricultural productivity
AE20 Agricultural markets
AE30 Agricultural enterprises
AE40 Agribusiness
AE50 Agricultural finance
AE51 Agricultural credit

AF00 Crop production
AF10 Climatic soils
AF11 Arid soils
AF12 Semiarid zone
AF13 Desert soils
AF14 Tropical soils
AF20 Soil sciences
AF21 Soil research
AF22 Soil surveys
AF23 Soil chemistry
AF24 Soil types
AF25 Soil fertility
AF26 Fertilizers
AF27 Soil erosion
AF28 Seeds
AF30 Plant breeding
AF31 Foundation seed
AF40 Plant physiology

AH00 Crop protection
AH10 Crop pests
AH20 Crop diseases
AH30 Weeds
AH40 Crop disease control
AH50 Pest control
AH51 Pesticides
AH60 Integrated pest control

AI00 Food crops
AI10 Cereal crops
AI20 Fruit crops
AI30 Leguminous crops
AI40 Vegetable crops
AI41 Fruit vegetables
AI42 Green vegetables
AI43 Root vegetables (Roots & Tubers)

AJ00 Crops (General)
AJ10 Cash crops
AJ20 Beverage crops
AJ21 Coffee
AJ22 Tea
AJ23 Cocoa
AJ30 Fiber crops
AJ31 Sisal
AJ32 Coconuts
AJ33 Cotton
AJ50 Oil crops
AJ60 Forage crops
AJ70 Experimental crops

AK00 Forestry (General management of forest land)
AK10 Forest products
AK20 Agroforestry
AK40 Wood industry

AK60 Natural resource development
AK61 Deforestation
AK62 Reforestation
AK63 Afforestation
AL00 Animal husbandry
AL10 Veterinary medicine
AL20 Animal physiology
AL30 Animal nutrition
AL40 Animal health
AL41 Animal diseases
AL42 Pests of animals
AL50 Range management
AL60 Dairies
AL70 Slaughterhouses
AL80 Livestock
AL81 Ruminants
AL82 Cattle
AL83 Sheep
AL84 Goats
AL85 Rabbits
AL90 Poultry
AL100 Animal breeding

AM00 Aquaculture
AM40 Fisheries
AM41 Inland fisheries
AM42 Marine fisheries
AM60 Fish
AM61 Freshwater fish
AM62 Saltwater fish
AM63 Shellfish

AN00 Agricultural technology
AN10 Agricultural buildings
AN11 Agricultural storage facilities
AN20 Agricultural equipment

AP00 Water resources
AP10 Drainage
AP20 Irrigation
AP30 Environmental disasters
AP31 Drought
AP32 Desertification
AP33 Floods
AP40 Disaster relief

AQ00 Food processing
AQ10 Food processing technology
AQ11 Freeze drying
AQ20 Food sanitation
AQ30 Food storage

AS00 Food aid programs
AS10 Child feeding programs
AS11 School feeding programs
AS20 Emergency food distribution
AS30 Food for Peace
AS31 Food for Peace Title I
AS32 Food for Peace Title II
AS33 Food for Peace Title III
AS40 Food supply

B Communication

BA00 Communication (general)
BA20 Communications research
BA21 Communications surveys
BA40 Communications policy

BD00 Communication media
BD10 Newspapers
BD20 Journals
BD30 Radio
BD40 Television
BD50 Motion pictures

BF00 Direct communication systems
BF10 Telephone systems
BF20 Telegraph systems
BF30 Radio communications
BF40 Satellite communications

BG00 Telecommunications equipment
BG10 Transmitters
BG20 Receivers
BG30 Communication satellites
BG40 Teletypewriters

BH00 Information
BH10 Technical information
BH20 Scientific information
BH30 Information management
BH40 Information storage and retrieval systems
BH50 Information services
BH60 Information centers
BH61 Libraries
BH70 Information theory

C Culture and humanities

CA00 Culture and humanities (general)
CA20 Cultural research
CA21 Cultural surveys
CA30 Cultural development
CA40 Cultural policy
CA50 Cultural relations

CC00 Folk culture
CC10 Folklore

CD00 Arts
CD10 Visual arts
CD20 Handicrafts
CD30 Music

CE00 Literature

CF00 History

CG00 Linguistics

CH00 Philosophy

CJ00 Religion

D Economics

DA00 Economics (general)
DA20 Economic research
DA21 Economic surveys
DA22 Economic studies
DA30 Economic development
DA40 Economic policy

DC00 Economic cooperation

DE00 Development economics
DE10 Development banks
DE20 Development finance
DE21 Local financing
DE22 Co-financing
DE23 Central funding
DE24 Economic Support Fund

DF00 Health economics

DJ00 Transportation economics

DK00 Energy economics

DL00 Economic administration
DL10 Economic planning
DL20 Economic sectors
DL21 Public sector
DL22 Private sector

DM00 Econometrics
DM10 Economic models

DN00 Economic analysis

DP00 International trade
DP10 Exports
DP20 Imports
DP30 Balance of payments
DP40 Balance of trade
DP50 Trade regulation
DP60 Trade agreements

E Education

EA00 Education (general)
EA20 Educational research
EA21 Educational surveys
EA40 Educational policy

EC00 Educational materials
EC10 Educational documents
EC20 Manuals and handbooks
EC30 Audiovisual educational materials

ED00 Educational administration
ED10 Educational economics
ED11 Educational finance
ED20 Educational development
ED30 Student testing
ED40 Educational cooperation
ED50 Educational integration

EF00 Basic education
EF10 Preschool education
EF20 Primary education
EF30 Secondary education
EF40 Higher education
EF50 Vocational training
EF60 Teacher education
EF61 Teacher training
EF80 Adult education
EF81 Literacy instruction
EF82 Participant training

EK00 Educational methods
EK10 Formal education
EK20 Nonformal education
EK30 Correspondence education
EK40 Educational extension programs
EK50 Self instruction
EK51 Computer assisted instruction

F Energy

FA00 Energy (general)
FA20 Energy research
FA21 Energy surveys
FA30 Energy resource development
FA40 Energy policy

FB00 Nonrenewable energy resources
FB10 Coal
FB20 Petroleum
FB30 Nuclear energy

FC00 Renewable energy resources
FC10 Agricultural wastes
FC20 Charcoal
FC30 Firewood
FC40 Hydroelectric power
FC50 Solar energy
FC60 Wind energy
FC70 Electric power
FC71 Electric power generation
FC72 Electric power plants
FC73 Electric power distribution

FD00 Energy technology
FD10 Conventional energy technology
FD11 Coal mining
FD12 Oil drilling
FD13 Fuel refinement
FD14 Windmills
FD15 Waterwheels
FD20 Alternative energy technology
FD21 Small scale energy systems
FD22 Synthetic fuel production
FD23 Energy conversion
FD24 Energy storage devices

FE00 Energy supply
FE10 Electrification

J Government and law

JA00 Government and law (general)
JA20 Political science research
JA30 Political development
JA40 Political behavior
JA50 Political leadership
JA60 Political power
JA70 Government policy
JA80 Government planning

JB00 Public administration
JB10 Administrative regions
JB11 Villages
JB12 Cities and towns
JB13 Secondary cities
JB14 States
JB20 Public records
JB21 Public land records
JB30 Government reform

JC00 Government programs
JC20 Foreign assistance
JC21 Bilateral aid
JC22 Development assistance
JC23 Multilateral aid
JC24 Capital assistance
JC25 Humanitarian assistance
JC26 Military assistance
JC27 Technical assistance

JD00 Laws and legislation
JD10 Statutes
JD11 U.S. Foreign Assistance Act
JD30 Treaties
JD40 Public law

JE00 Civil law
JE10 Family law
JE20 Property law
JE30 Water law
JE31 Water rights
JE40 Intellectual property
JE50 Maritime law
JE60 International law
JE70 Business law

JG00 International politics
JG10 International relations
JG20 International cooperation
JG40 International agreements
JG50 Bilateral agreements
JG60 Multilateral agreements

K Health and nutrition

KA00 Health (general)
KA20 Health research
KA21 Disease research
KA22 Health surveys
KA40 Health policy
KA50 Health care planning
KA60 Health records
KA70 Health delivery
KA71 Alternative health delivery services
KA72 Community based delivery

KB00 Medical sciences
KB10 General practice (medicine)
KB20 Tropical medicine

KC00 Medical education
KC10 Health professional education
KC20 Paramedical education
KC30 Health education
KC31 Sanitation education
KC32 Sex education

KD00 Health care
KD10 Disease prevention and control
KD11 Immunizations
KD20 Disease detection
KD30 Disease treatment
KD31 Oral rehydration therapy
KD40 Preventive health care
KD41 Sanitation
KD42 Hygiene
KD50 Integrated health care
KD60 Primary health care
KD70 Child delivery
KD80 Community health care
KD90 Maternal child health care
KD91 Child health care
KD92 Maternal health care
KD100 Public health care

KE00 Nutrition
KE10 Diet
KE20 Nutrients
KE21 Vitamins
KE22 Dietary minerals
KE23 Dietary protein
KE24 Calories
KE30 Food analysis
KE40 Human nutrition
KE41 Child nutrition
KE42 Infant nutrition
KE43 Breastfeeding
KE44 Maternal nutrition
KE50 Nutrition improvement
KE60 Nutrition surveillance
KE70 Nutrition education
KE71 Nutrition research
KE80 Malnutrition
KE90 Famine
KE91 Famine Early Warning Systems (FEWS)

KF00 Health facilities
KF10 Clinics
KF20 Hospitals
KF30 Mobile health facilities

KG00 Health occupations
KG10 Paramedicals
KG11 Health workers
KG12 Village health workers
KG13 Paramedical midwives
KG20 Health professionals
KG21 Nurses
KG22 Nurse midwives
KG30 Physicians
KG40 Traditional health workers

KH00 Diseases
KH10 Communicable diseases (general)
KH20 Tropical diseases (general)
KH30 Water related diseases
KH40 Deficiency diseases
KH41 Anemias
KH43 Kwashiorkor
KH50 Bacterial diseases
KH51 Cholera
KH52 Diarrhea
KH53 Diphtheria
KH54 Typhoid
KH60 Parasitic diseases
KH61 Malaria
KH62 Onchocerciasis
KH63 Schistosomiasis
KH64 Trypanosomiasis
KH70 Viral diseases
KH71 Smallpox
KH72 Yellow fever
KH80 Eye diseases
KH81 Trachoma
KH82 Xerophthalmia
KH90 Disease transmission

KJ00 Safety
KJ10 Public safety
KJ20 Accidents
KJ30 Disasters
KJ31 Epidemics
KJ40 Disaster prevention
KJ50 Disaster planning
KJ60 Disaster response
KJ61 Emergency relief
KJ70 Disaster recovery
KJ80 Safety technology
KJ81 Warning systems
KJ82 Fire prevention and control
KJ83 Flood control

L Human settlements

LA00 Human settlements (general)
LA10 Communities
LA20 Community services
LA30 Community facilities
LA40 Community participation
LA50 Community development
LA60 Community self help

LB00 Economic regions
LB10 Rural areas
LB20 Urban areas

LB21 Industrial areas
LB30 Regional participation
LB40 Regional development
LB50 Urban development
LB60 Rural development
LB61 Integrated rural development

LC00 Housing
LC10 Temporary housing
LC20 Traditional housing
LC30 Housing administration
LC40 Housing policy
LC50 Housing planning
LC60 Housing economics
LC61 Housing cooperatives
LC62 Public housing
LC70 Housing finance
LC71 Housing credit
LC72 Housing investment guaranty
LC80 Housing conditions
LC90 Housing research
LC91 Housing surveys

M Industry and technology

MA00 Industry and technology (general)
MA20 Industrial research
MA21 Industrial surveys
MA30 Industrial planning
MA40 Industrial policy
MA50 Industrial development

MB00 Materials
MB10 Local materials
MB20 Construction materials
MB30 Textiles

MC00 Industry
MC10 Cottage industries
MC20 Industrial facilities
MC30 Industrial technology
MC40 Industrial management
MC50 Tourist industry

MD00 Technology
MD10 Alternative technology
MD20 Labor intensive technology
MD30 Appropriate technology
MD40 Intermediate technology
MD50 Technology transfer
MD60 Technological development
MD70 Chemical technology
MD80 Electrical technology
MD90 Mechanical technology
MD100 Civil engineering
MD110 Sanitation engineering
MD120 Water supply engineering
MD121 Desalinization
MD130 Computer technology

N Labor

NA00 Labor (general)
NA20 Labor research
NA21 Labor surveys
NA30 Labor planning
NA40 Labor policy
NA50 Labor economics
NA51 Labor market
NA52 Labor force
NA53 Foreign labor
NA60 Labor supply
NA70 Labor relations
NA71 Labor unions
NA80 Employment

NB00 Occupations
NB10 Agricultural occupations
NB20 Administrative occupations
NB30 Educational occupations
NB50 Industrial occupations
NB60 Occupational skill levels
NB61 Professionals
NB62 Experts
NB63 Technicians
NB64 Skilled workers
NB65 Nonskilled workers
NB66 Laborers

NC00 Personnel management
NC10 Personnel
NC20 Personnel development
NC30 Working conditions
NC31 Wages
NC32 Employment benefits
NC33 Occupational safety

P Management

PA00 Management (general)
PA20 Management research
PA21 Feasibility studies
PA22 Cost benefit analysis
PA30 Management education
PA31 Management training

PB00 Management operations
PB10 Management development
PB20 System design
PB30 Planning

PB40 Policy making
PB50 Coordinating
PB51 Host government departmental coordination
PB60 Cooperation
PB70 Supply management
PB80 Delivery systems
PB90 Implementation
PB100 Evaluation
PB110 Contract management
PB120 Financial management
PB130 Marketing

PC00 Organizations
PC10 Development organizations
PC11 USAID
PC20 International organizations
PC30 Voluntary organizations
PC31 Private voluntary organizations
PC40 Cooperatives
PC50 Business enterprises
PC51 Public enterprises
PC52 Private enterprises
PC53 Joint ventures
PC54 Corporations
PC55 Small scale enterprises

PD00 Development administration
PD10 Development assistance
PD20 Institution building
PD30 Indigenization
PD40 Development programs
PD50 Development projects
PD51 Pilot projects
PD52 Development project design
PD53 Development project planning
PD54 Development project management
PD55 Development project implementation
PD56 Development project evaluation
PD60 Development policy
PD61 Sector policy
PD70 Development planning
PD71 Sector planning
PD80 Development cooperation
PD81 Host country cooperation

PG00 Health care administration

R Natural resources and environment

RA00 Natural resources and the environment (general)
RA20 Environmental research
RA21 Environmental testing
RA22 Natural resource inventories
RA40 Environmental policy
RA50 Environmental planning
RA60 Environmental quality

RB00 Natural resources (general)
RB10 Marine resources
RB20 Energy resources
RB30 Animal resources
RB40 Forest resources
RB50 Land resources
RB60 Plant resources
RB70 Renewable natural resources
RB80 Nonrenewable natural resources

RC00 Ecology
RC10 Biosphere
RC20 Ecological balance
RC30 Biological diversity

RD00 Environmental management
RD10 Natural resource management
RD11 Soil management
RD12 Water management
RD20 Land management
RD21 Land development
RD22 Land use
RD23 Land tenure
RD30 Natural resource utilization
RD40 Natural resource rehabilitation
RD41 Land reclamation

RE00 Environmental protection
RE10 Natural resource conservation
RE11 Energy conservation
RE12 Soil conservation
RE13 Water conservation

RF00 Environmental degradation
RF10 Pollution
RF11 Air pollution
RF12 Soil pollution
RF13 Water pollution
RF20 Polluted areas
RF30 Natural resource depletion
RF31 Aquatic resource depletion
RF32 Endangered species

S Population and demography

SA00 Population and demography (general)
SA20 Family planning research
SA21 Contraceptive research
SA22 Family planning surveys
SA30 Family planning policy

SB00 Population characteristics
SB10 Literacy
SB20 Level of education
SB30 Income level
SB40 Family size

SC00 Population groups
SC10 Age groups
SC11 Children
SC12 Youth
SC13 School age population
SC14 Adults
SC20 Racial groups
SC30 Foreign groups
SC31 Refugees
SC40 Indigenous populations
SC50 Regional populations
SC51 Rural populations
SC52 Urban populations
SC60 Migrant workers
SC70 Nomadic populations
SC80 Ethnic groups
SC90 Minority groups
SC100 Tribal groups

SD00 Population surveys
SD10 Demographic surveys
SD11 Fertility surveys

SE00 Demography
SE10 Population distribution
SE11 Overpopulation
SE12 Population resettlement
SE20 Population growth
SE30 Fertility
SE40 Mortality
SE41 Infant mortality
SE50 Migration
SE51 Immigration
SE52 Rural urban migrations

SF00 Vital statistics
SF10 Birth rate
SF20 Pregnancy rate
SF30 Morbidity
SF40 Mortality rate

SG00 Family planning
SG10 Contraceptive methods
SG20 Family planning behavior
SG21 Contraceptive prevalence
SG22 Incentives in family planning
SG30 Population programs
SG40 Family planning services
SG41 Family planning education
SG42 Family planning clinics
SG43 Family planning promotion programs
SG50 Contraceptive distribution

T Science

TA00 Science
TA10 Research (general)
TA11 Basic research
TA12 Applied research
TA13 Research design
TA14 Research methodology
TA15 Data collection
TA16 Surveys
TA17 Data analysis
TA18 Research facilities
TA19 Research organizations

TB00 Statistics
TB10 Statistical analysis
TB20 Statistical design
TB30 Operations research

TC00 Earth sciences
TC10 Geology
TC20 Meteorology
TC21 Climatology
TC30 Hydrology
TC31 Water supply
TC32 Water quality
TC33 Potable water

TD00 Biology
TD10 Physiology
TD30 Botany

U Sociology and psychology

UA00 Sociology (general)
UA20 Sociology research
UA21 Sociological surveys
UA30 Anthropology research
UA40 Socioeconomic development

UB00 Social justice
UB10 Human rights
UB11 Women's rights

UC00 Quality of life
UC10 Standard of living
UC20 Living conditions
UC30 Access to education

UD00 Social problems
UD10 Housing shortages
UD20 Poverty
UD30 Unemployment

UF00 Marriage and the family
UF10 Marriage customs
UF20 Family relationships

UG00 Women in development

UH00 Social structure
UH10 Social mobility
UH20 Social status
UH21 Socioeconomic status

UJ00 Psychology
UJ10 Psychology research
UJ20 Human behavior
UJ30 Educational psychology
UJ31 Learning theories

W Transportation

WA00 Transportation (general)
WA20 Transportation research
WA21 Transportation surveys
WA30 Transportation education
WA40 Transportation policy
WA50 Transportation planning

WB00 Land transportation
WB10 Road transportation

WC00 Water transportation

WD00 Vehicles
WD10 Aircraft
WD20 Road vehicles
WD30 Trains
WD40 Ships

WF00 Public transportation
WF10 Roads
WF11 Farm to market roads
WF12 Highways
WF20 Inland waterways
WF30 Pipelines
WF31 Oil pipelines
WF32 Water pipelines
WF40 Transportation system design
WF50 Transportation system construction
WF60 Transportation system repair
WF61 Road maintenance
WF70 Transportation industry

USAID Classification scheme - alphabetical listing

A

UC30 Access to education
KJ20 Accidents
NB20 Administrative occupations
JB10 Administrative regions
EF80 Adult education
SC14 Adults
AK63 Afforestation
SC10 Age groups
AE40 Agribusiness
AA80 Agricultural aspects
AN10 Agricultural buildings
AC30 Agricultural colleges
AD10 Agricultural cooperatives
AE51 Agricultural credit
AA30 Agricultural development
AE00 Agricultural economics
AC00 Agricultural education
AE30 Agricultural enterprises
AN20 Agricultural equipment
AC10 Agricultural extension
AE50 Agricultural finance
AD00 Agricultural management
AE20 Agricultural markets
NB10 Agricultural occupations
AA50 Agricultural planning
AA40 Agricultural policy
AD20 Agricultural production management
AE10 Agricultural productivity
AA20 Agricultural research
AC20 Agricultural schools
AN11 Agricultural storage facilities
AA21 Agricultural surveys
AN00 Agricultural technology
AC40 Agricultural training
FC10 Agricultural wastes
AD30 Agricultural water management
AA00 Agriculture (General)
A Agriculture and Nutrition
AK20 Agroforestry
RF11 Air pollution
WD10 Aircraft
FD20 Alternative energy technology
KA71 Alternative health delivery services
MD10 Alternative technology
KH41 Anemias
AL100 Animal breeding
AL41 Animal diseases
AL40 Animal health
AL00 Animal husbandry
AL30 Animal nutrition
AL20 Animal physiology
RB30 Animal resources
UA30 Anthropology research
TA12 Applied research
MD30 Appropriate technology
AM00 Aquaculture
RF31 Aquatic resource depletion
AF11 Arid soils
CD00 Arts
EC30 Audiovisual educational materials

B

KH50 Bacterial diseases
DP30 Balance of payments
DP40 Balance of trade
EF00 Basic education
TA11 Basic research
AJ20 Beverage crops
JG50 Bilateral agreements
JC21 Bilateral aid
RC30 Biological diversity
TD00 Biology
RC10 Biosphere
SF10 Birth rate
TD30 Botany
KE43 Breastfeeding
JE70 Business law
PC50 Business enterprises

C

KE24 Calories
JC24 Capital assistance
AJ10 Cash crops
AL82 Cattle
DE23 Central funding
AI10 Cereal crops

FC20 Charcoal
MD70 Chemical technology
KD70 Child delivery
AS10 Child feeding programs
KD91 Child health care
KE41 Child nutrition
SC11 Children
KH51 Cholera
JB12 Cities and towns
MD100 Civil engineering
JE00 Civil law
TC21 Climatology
AF10 Climatic soils
KF10 Clinics
DE22 Co-financing
FB10 Coal
FD11 Coal mining
AJ23 Cocoa
AJ21 Coffee
KH10 Communicable diseases (general)
BA00 Communication (general)
BD00 Communication media
BG30 Communication satellites
BA40 Communications policy
BA20 Communications research
BA21 Communications surveys
LA10 Communities
LA50 Community development
LA30 Community facilities
KD80 Community health care
LA40 Community participation
LA60 Community self help
LA20 Community services
KA72 Community based delivery
EK50 Computer assisted instruction
MD130 Computer technology
MB20 Construction materials
SG50 Contraceptive distribution
SG10 Contraceptive methods
SG21 Contraceptive prevalence
SA21 Contraceptive research
PB110 Contract management
FD10 Conventional energy technology
PB60 Cooperation
PC40 Cooperatives
PB50 Coordinating
AJ32 Coconuts
PC54 Corporations
EK30 Correspondence education
PA22 Cost benefit analysis
MC10 Cottage industries
AJ33 Cotton
AH40 Crop disease control
AH20 Crop diseases
AH10 Crop pests
AF00 Crop production
AH00 Crop protection
AJ00 Crops (General)
CA30 Cultural development
CA40 Cultural policy
CA50 Cultural relations
CA20 Cultural research
CA21 Cultural surveys
CA00 Culture and humanities (general)

D

AL60 Dairies
TA17 Data analysis
TA15 Data collection
KH40 Deficiency diseases
AK61 Deforestation
PB80 Delivery systems
SD10 Demographic surveys
SE00 Demography
MD121 Desalinization
AF13 Desert soils
AP32 Desertification
PD00 Development administration
PD10 Development assistance
DE10 Development banks
PD80 Development cooperation
DE00 Development economics
DE20 Development finance
PC10 Development organizations
PD70 Development planning
PD60 Development policy
PD40 Development programs
PD52 Development project design
PD56 Development project evaluation
PD55 Development project implementation
PD54 Development project management
PD53 Development project planning
PD50 Development projects
KH52 Diarrhea
KE10 Diet
KE22 Dietary minerals
KE23 Dietary protein
KH53 Diphtheria
BF00 Direct communication systems
KJ50 Disaster planning
KJ40 Disaster prevention
KJ70 Disaster recovery
AP40 Disaster relief
KJ60 Disaster response
KJ30 Disasters
KD20 Disease detection
KD10 Disease prevention and control
KA21 Disease research
KH90 Disease transmission

KD30 Disease treatment
KH00 Diseases
AP10 Drainage
AP31 Drought

E

TC00 Earth sciences
RC20 Ecological balance
RC00 Ecology
DM00 Econometrics
DL00 Economic administration
DN00 Economic analysis
DC00 Economic cooperation
DA30 Economic development
DM10 Economic models
DL10 Economic planning
DA40 Economic policy
DA20 Economic research
DL20 Economic sectors
DA22 Economic studies
DE24 Economic Support Fund
DA21 Economic surveys
DA00 Economics (general)
EA00 Education (general)
EA20 Educational research
EA21 Educational surveys
ED40 Educational cooperation
ED20 Educational development
EC10 Educational documents
ED10 Educational economics
EK40 Educational extension programs
ED11 Educational finance
ED50 Educational integration
EC00 Educational materials
EK00 Educational methods
NB30 Educational occupations
EA40 Educational policy
UJ30 Educational psychology
FC73 Electric power distribution
FC70 Electric power generation
FC72 Electric power plants
MD80 Electrical technology
FE10 Electrification
AS20 Emergency food distribution
KJ61 Emergency relief
NA80 Employment
NC32 Employment benefits
RF32 Endangered species
FA00 Energy (general)
RE11 Energy conservation
FD23 Energy conversion
DK00 Energy economics
FA40 Energy policy
FA20 Energy research
FA30 Energy resource development
RB20 Energy resources
FD24 Energy storage devices
FE00 Energy supply
FA21 Energy surveys
FD00 Energy technology
RF00 Environmental degradation
AP30 Environmental disasters
RD00 Environmental management
RA40 Environmental planning
RA40 Environmental policy
RE00 Environmental protection
RA60 Environmental quality
RA20 Environmental research
RA21 Environmental testing
KJ31 Epidemics
SC80 Ethnic groups
PB100 Evaluation
AJ70 Experimental crops
NB62 Experts
DP10 Exports
KH80 Eye diseases

F

JE10 Family law
SG00 Family planning
SG20 Family planning behavior
SG42 Family planning clinics
SG41 Family planning education
FA30 Family planning policy
SG43 Family planning promotion programs
SA20 Family planning research
SG40 Family planning services
SA22 Family planning surveys
UF20 Family relationships
SB40 Family size
KE90 Famine
KE91 Famine Early Warning Systems (FEWS)
WF11 Farm to market roads
AD40 Farming systems
AA22 Farming systems research
PA21 Feasibility studies
SE30 Fertility
SD11 Fertility surveys
AF26 Fertilizers
AJ30 Fiber crops
PB120 Financial management
KJ82 Fire prevention and control
FC30 Firewood
AM60 Fish
AM40 Fisheries
KJ83 Flood control
AP33 Floods
CC00 Folk culture
CC10 Folklore
AS00 Food aid programs

KE30 Food analysis
AI00 Food crops
AS30 Food for Peace
AS31 Food for Peace Title I
AS32 Food for Peace Title II
AS33 Food for Peace Title III
AA41 Food policy
AA42 Food prices
AQ00 Food processing
AQ10 Food processing technology
AQ20 Food sanitation
AQ30 Food storage
AS40 Food supply
AJ60 Forage crops
JC20 Foreign assistance
SC30 Foreign groups
NA53 Foreign labor
AK10 Forest products
RB40 Forest resources
AK00 Forestry (General management of forest land)
EK10 Formal education
AF31 Foundation seed
AQ11 Freeze drying
AM61 Freshwater fish
AI20 Fruit crops
AI41 Fruit vegetables
FD13 Fuel refinement

G

KB10 General practice (medicine)
TC10 Geology
AL84 Goats
JA00 Government and law (general)
JA80 Government planning
JA70 Government policy
JC00 Government programs
JB30 Government reform
AI42 Green vegetables

H

CD20 Handicrafts
KA00 Health (general)
KD00 Health care
PG00 Health care administration
KA70 Health delivery
KA50 Health care planning
KA60 Health records
DF00 Health economics
KC30 Health education
KF00 Health facilities
KG00 Health occupations
KA40 Health policy
KC10 Health professional education
KG20 Health professionals
KA20 Health research
KA22 Health surveys
KG11 Health workers
EF40 Higher education
WF12 Highways
CF00 History
KF20 Hospitals
PD81 Host country cooperation
PB51 Host government departmental coordination
LC00 Housing
LC30 Housing administration
LC80 Housing conditions
LC61 Housing cooperatives
LC71 Housing credit
LC60 Housing economics
LC70 Housing finance
LC72 Housing investment guaranty
LC50 Housing planning
LC40 Housing policy
LC90 Housing research
UD10 Housing shortages
LC91 Housing surveys
UJ20 Human behavior
KE40 Human nutrition
UB10 Human rights
LA00 Human settlements (general)
JC25 Humanitarian assistance
FC40 Hydroelectric power
TC30 Hydrology
KD42 Hygiene

I

SE51 Immigration
KD11 Immunizations
PB90 Implementation
DP20 Imports
SG22 Incentives in family planning
SB30 Income level
PD30 Indigenization
SC40 Indigenous populations
LB21 Industrial areas
MA50 Industrial development
MC20 Industrial facilities
MC40 Industrial management
NB50 Industrial occupations
MA30 Industrial planning
MA40 Industrial policy
MA20 Industrial research
MA21 Industrial surveys
MC30 Industrial technology
MC00 Industry
MA00 Industry and technology (general)
SE41 Infant mortality
KE42 Infant nutrition

BH00 Information
BH60 Information centers
BH30 Information management
BH50 Information services
BH40 Information storage and retrieval systems
BH70 Information theory
AM41 Inland fisheries
WF20 Inland waterways
PD20 Institution building
KD50 Integrated health care
AH60 Integrated pest control
LB61 Integrated rural development
JE40 Intellectual property
MD40 Intermediate technology
JG40 International agreements
JG20 International cooperation
JE60 International law
PC20 International organizations
JG00 International politics
JG80 International relations
DP00 International trade
AP20 Irrigation

J

PC53 Joint ventures
BD20 Journals

K

KH43 Kwashiorkor

L

NA00 Labor (general)
NA50 Labor economics
NA52 Labor force
MD20 Labor intensive technology
NA51 Labor market
NA30 Labor planning
NA40 Labor policy
NA70 Labor relations
NA20 Labor research
NA60 Labor supply
NA21 Labor surveys
NA71 Labor unions
NB66 Laborers
RD21 Land development
RD20 Land management
RD41 Land reclamation
RB50 Land resources
RD23 Land tenure
WB00 Land transportation
RD22 Land use
JD00 Laws and legislation
UJ31 Learning theories
AI30 Leguminous crops
SB20 Level of education
BH61 Libraries
CG00 Linguistics
SB10 Literacy
EF81 Literacy instruction
CE00 Literature
AL80 Livestock
UC20 Living conditions
DE21 Local financing
MB10 Local materials

M

KH61 Malaria
KE80 Malnutrition
PA00 Management (general)
PB10 Management development
PA30 Management education
PB00 Management operations
PA20 Management research
PA31 Management training
EC20 Manuals and handbooks
AM42 Marine fisheries
RB10 Marine resources
JE50 Maritime law
PB130 Marketing
UF00 Marriage and the family
UF10 Marriage customs
MB00 Materials
KD90 Maternal child health care
KD92 Maternal health care
KE44 Maternal nutrition
MD90 Mechanical technology
KC00 Medical education
KB00 Medical sciences
TC20 Meteorology
SC60 Migrant workers
SE50 Migration
JC26 Military assistance
SC90 Minority groups
KF30 Mobile health facilities
SF30 Morbidity
SE40 Mortality
SF40 Mortality rate
BD50 Motion pictures
JG60 Multilateral agreements
JC23 Multilateral aid
CD30 Music

N

RE10 Natural resource conservation
RF30 Natural resource depletion
AK60 Natural resource development
RD10 Natural resource management

RD40 Natural resource rehabilitation
RD30 Natural resource utilization
RB00 Natural resources (general)
RA00 Natural resources and the environment (general)
RA22 Natural resource inventories
BD10 Newspapers
SC70 Nomadic populations
EK20 Nonformal education
FB00 Nonrenewable energy resources
RB80 Nonrenewable natural resources
NB65 Nonskilled workers
FB30 Nuclear energy
KG22 Nurse midwives
KG21 Nurses
KE20 Nutrients
KE00 Nutrition
KE70 Nutrition education
KE50 Nutrition improvement
KE71 Nutrition research
KE60 Nutrition surveillance

O

NC33 Occupational safety
NB60 Occupational skill levels
NB00 Occupations
AJ50 Oil crops
FD12 Oil drilling
WF31 Oil pipelines
HK62 Onchocerciasis
TB30 Operations research
KD31 Oral rehydration therapy
PC00 Organizations
SE11 Overpopulation

P

KC20 Paramedical education
KG13 Paramedical midwives
KG10 Paramedicals
KH60 Parasitic diseases
EF82 Participant training
NC10 Personnel
NC20 Personnel development
NC00 Personnel management
AH50 Pest control
AH51 Pesticides
AL42 Pests of animals
FB20 Petroleum
CH00 Philosophy
KG30 Physicians
TD10 Physiology
PD51 Pilot projects
WF30 Pipelines
PB30 Planning
AF30 Plant breeding
AF40 Plant physiology
RB60 Plant resources
PB40 Policy making
JA40 Political behavior
JA30 Political development
JA50 Political leadership
JA60 Political power
JA20 Political science research
RF20 Polluted areas
RF10 Pollution
SA00 Population and demography (general)
SB00 Population characteristics
SE10 Population distribution
SC00 Population groups
SE20 Population growth
SG30 Population programs
SE12 Population resettlement
SD00 Population surveys
TC33 Potable water
AL90 Poultry
UD20 Poverty
SF20 Pregnancy rate
EF10 Preschool education
KD40 Preventive health care
EF20 Primary education
KD60 Primary health care
PC52 Private enterprises
DL22 Private sector
PC31 Private voluntary organizations
NB61 Professionals
JE20 Property law
UJ00 Psychology
UJ10 Psychology research
JB00 Public administration
PC51 Public enterprises
KD100 Public health care
LC62 Public housing
JB21 Public land records
JD40 Public law
JB20 Public records
KJ10 Public safety
DL21 Public sector
WF00 Public transportation

Q

UC00 Quality of life

R

AL85 Rabbits
SC20 Racial groups
BD30 Radio
BF30 Radio communications
AL50 Range management

BG20 Receivers
AK62 Reforestation
SC31 Refugees
LB40 Regional development
LB30 Regional participation
SC50 Regional populations
CJ00 Religion
FC00 Renewable energy resources
RB70 Renewable natural resources
TA10 Research (general)
TA13 Research design
TA18 Research facilities
TA14 Research methodology
TA19 Research organizations
WF61 Road maintenance
WB10 Road transportation
WD20 Road vehicles
WF10 Roads
AI43 Root vegetables (Roots & Tubers)
AL81 Ruminants
LB60 Rural development
SC51 Rural populations
SE52 Rural urban migrations

S

KJ00 Safety
KJ80 Safety technology
AM62 Saltwater fish
KD41 Sanitation
KC31 Sanitation education
MD110 Sanitation engineering
BF40 Satellite communications
KH63 Schistosomiasis
SC13 School age population
AS11 School feeding programs
TA00 Science
BH20 Scientific information
JB13 Secondary cities
EF30 Secondary education
PD71 Sector planning
PD61 Sector policy
AF28 Seeds
EK50 Self instruction
AF12 Semiarid zone
KC32 Sex education
AL83 Sheep
AM63 Shellfish
WD40 Ships
AJ31 Sisal
NB64 Skilled workers
AL70 Slaughterhouses
PC55 Small scale enterprises
FD21 Small scale energy systems
KH71 Smallpox
UB00 Social justice
UH10 Social mobility
UD00 Social problems
UH20 Social status
UH00 Social structure
UA40 Socioeconomic development
UH21 Socioeconomic status
UA21 Sociological surveys
UA00 Sociology (general)
U Sociology and psychology
UA20 Sociology research
AF23 Soil chemistry
RE12 Soil conservation
AF27 Soil erosion
AF25 Soil fertility
RD12 Soil management
RF12 Soil pollution
AF21 Soil research
AF20 Soil sciences
AF22 Soil surveys
AF24 Soil types
FC50 Solar energy
UC10 Standard of living
JB14 States
TB10 Statistical analysis
TB20 Statistical design
TB00 Statistics
JD10 Statutes
ED30 Student testing
PB70 Supply management
TA16 Surveys
FD22 Synthetic fuel production
PB20 System design

T

AJ22 Tea
EF60 Teacher education
EF61 Teacher training
JC27 Technical assistance
BH10 Technical information
NB63 Technicians
MD60 Technological development
MD00 Technology
MD50 Technology transfer
BG00 Telecommunications equipment
BF20 Telegraph systems
BF10 Telephone systems
BG40 Teletypewriters
BD40 Television
LC10 Temporary housing
MB30 Textiles
MC50 Tourist industry
KH81 Trachoma
DP60 Trade agreements
DP50 Trade regulation
KG40 Traditional health workers

LC20 Traditional housing
WD30 Trains
BG10 Transmitters
WA00 Transportation (general)
DJ00 Transportation economics
WA30 Transportation education
WF70 Transportation industry
WA50 Transportation planning
WA40 Transportation policy
WA20 Transportation research
WA21 Transportation surveys
WF50 Transportation system construction
WF40 Transportation system design
WF60 Transportation system repair
JD30 Treaties
SC100 Tribal groups
KH20 Tropical diseases (general)
KB20 Tropical medicine
AF14 Tropical soils
KH64 Trypanosomiasis
KH54 Typhoid

U

JD11 U.S. Foreign Assistance Act
PC11 USAID
UD30 Unemployment
LB50 Urban development
SC52 Urban populations

V

AI40 Vegetable crops
WD00 Vehicles
AL10 Veterinary medicine
KG12 Village health workers
JB11 Villages
KH70 Viral diseases
CD10 Visual arts
SF00 Vital statistics
KE21 Vitamins
EF50 Vocational training
PC30 Voluntary organizations

W

NC31 Wages
KJ81 Warning systems
RE13 Water conservation
JE30 Water law
RD13 Water management
WF32 Water pipelines
RF13 Water pollution
TC32 Water quality
KH30 Water related (waterborne) diseases
AP00 Water resources
JE31 Water rights
TC31 Water supply
MD120 Water supply engineering
WC00 Water transportation
FD15 Waterwheels
AH30 Weeds
FC60 Wind energy
FD14 Windmills
UG00 Women in development
UB11 Women's rights
AK40 Wood industry
NC30 Working conditions

X

KH82 Xerophthalmia

Y

KH72 Yellow fever
SC12 Youth

2. Cataloging guidelines

Introduction

The following pages provide some suggestions on information to include in a catalog record, and the format in which it should be entered. These guidelines should be adapted to the needs and capabilities of each information center. For example, small information centers with part-time time staff will want to keep their catalog records as simple as possible to minimize time spent in cataloging. Centers entering their catalog records into a computer can apply these guidelines to the definition of fields in each record, or follow other guidelines provided with that system.

Call number

This is a number or code assigned to each document to designate its shelf location, and to uniquely identify the document relative to all other documents in a collection. It has two components: a subject classification code, and a supplementary code (sometimes called a "Cutter" number).

The purpose of the subject classification code is to keep items on the same subject (i.e., tagged with the same code) together on the shelves. There are many subject classification schemes that can be used, including the USAID Classification Scheme. Although each cataloged item in the collection may cover a number of subjects, for the purposes of shelving one code is selected which matches the primary subject only (other subjects can be indicated elsewhere in the catalog record; see the discussion of descriptors below).

Since many documents may be assigned the same subject code, the purpose of the supplementary code is to uniquely identify the shelf location of each item relative to all others in the same subject class. It can be a purely sequential accession number assigned to each item as it is acquired and cataloged (e.g., 001, 002, etc.), or to each item within the same class (e.g., 001 could be used once in each class). The shelf number can also begin with one or more alphabetical letters corresponding to the author's last name or institutional acronym (e.g., aag for Aagard, undp for United Nations Development Programme), or to a few letters from the first major word in the title. One of these methods should be selected and then applied consistently.

If more than one copy of an item is cataloged, the class code and supplementary code are the same for each copy, but the copy number is included after the call number to distinguish between each volume (e.g., c.1, c.2).

Document series can be dealt with in various ways if it is important to shelve items in the series together. For example, a series on the same subject by the same corporate author can be assigned the same beginning call number, followed by the series number. A document series covering various topics can also be shelved separately, if desired (e.g., World Bank Working Papers), and assigned a special classification code for that location (e.g., WBWP).

The subject class code, supplementary code, and copy or series number if any, are normally listed on separate lines.

Examples:

Subject class code:	AE00 (Agricultural economics)	
Supplementary code:	aba (by author Abalu)	
Call number:	AE00 aba	
Multiple copies:	AE00 aba c.1	AE00 aba c.2
Series:	AA20 cgiar n.10	AA20 cgiar n.23

Author

The author includes the person(s) or institution(s) responsible for the intellectual content of the document - authors, editors, compilers, corporate authors, etc. Often there is more than one author, or a combination of personal and institutional authors. It is up to each site to establish rules on how many authors to record in the catalog record. For example, if there are several personal authors, A.I.D./Washington includes the first two personal authors only; other personal authors are indicated by the phrase "et.al." ("and others").

Personal authors. When listing personal authors, do not enter names of translators, illustrators, persons writing the introduction or preface, etc. Enter the full name, family name first, followed by a comma and a space, and the given name(s) or initial(s).

Examples:

Majid, Abdul
Shah, Nighat A.
Mulligan, Paul F., Jr.
Szepesy, E.J. III

When there is more than one family name, begin the entry with the last family name. Example: Amadi Kane Diallo would be entered as Diallo, Amadi Kane.

Do not separate a hyphenated name or a name known to be compound, as is often the case with Spanish names.

Examples:

Ndong-Ondo, J. Frederic
Hyde-Smyth, Gerald
Montenegro Caldamez, Maria
Abdul Quasim, Mohammed

When it is not possible to identify a family name, copy the full name, exactly as it appears on the document, without adding any punctuation.

Institutional (corporate) authors. If there are two or more corporate authors and no determination can be made as to which is the principal corporate author, then list in the same order as appears on the document. If the corporate author has several subordinate bodies, list in descending order.

Examples:

Morgan Stanley & Co.
Academy for Educational Development, Inc.
Coopers & Lybrand Associates, Ltd.
Southern Illinois University, College of Business and Administration

Title

Select the title by which the document is most likely to be cited; this will usually be the title on the title page (not the outer cover). Enter the title (and subtitle if there is one) exactly as it appears on the document, using the same order, wording, and spelling.

It is often conventional (but not mandatary) to capitalize the first major word of the title only. In this case, all other words in the title are in lower case, except for words that would normally be capitalized in the language of the document, i.e., proper nouns, names of cities, countries, etc. When a subtitle is used, precede the subtitle with a semi-colon and space.

Examples:

Blueprint for development; the strategic plan of the Agency for International Development

Middle management education program; final report

Non-English titles: If the title is not in English, enter the foreign language title. Translate the title into English (if you can) and put the translated title in parentheses.

Example:

Donde no hay doctor (Where there is no doctor)

Parallel titles in several languages: If the title appears on the title page in several languages, select as the first parallel title the first title appearing on the document. Separate parallel titles with " = " and capitalize the first letter of each title.

Example:

Directory of contraceptives = Repertoire des contraceptifs = Guia de anticonceptivos

Second titles: Some cataloged documents have second titles, e.g., a paper in a set of conference proceedings. Record each title separately.

Example:

First title: On-farm trials in northwestern Syria: testing the feasibility of annual forage legumes as grazing and conserved feed

Second title: Research methodology for livestock on-farm trials: proceedings of a workshop held at Aleppo, Syria, 25-28 March 1985

Series title: This is the title of the serial of which the document unit is a part, e.g. the title of a periodical, yearbook, or newspaper from which an article has been extracted, or the title of a monographic series of which an individual book, report, etc. is a part. It is followed by the number/date of the issue in which the cataloged item appears. When both a volume and issue number are used, follow the volume number by the issue number in parentheses. It is suggested that you convert Roman numerals into Arabic numbers. Precede the name of the series title by the word "In " and a colon.

Example (for an article from the periodical *Canadian Geographer*, volume 13, number 3):

Series title/number: In: Canadian geographer, v.13(3)

Publisher/sponsoring agency

If the document is issued by a commercial publisher, indicate the name of the publisher. You may optionally add the location (city, or city and country) of the publisher.

Example:

McGraw Hill
New York, McGraw Hill

If the document is issued by an agency, indicate the name of the agency, either in full or using the acronym. You may optionally add the location.

Example:

World Bank
USAID/PPC/CDIE/DI
Ecuador, Ministry of Agriculture

Date

The date is either the date of publication or the most recent copyright date. It should be recorded as listed on the publication, e.g., either year only (1988) or month and year (February 1985 or 2/1985).

The date of a cataloged item appearing in serial should be entered as it appears on the serial, e.g., May 15, 1988, Winter 1985 or First Quarter 1988.

Pagination

Record the number of pages or the number of physical pieces in the document. Use standard abbreviations such as "p." for pages and "v." for volumes.

For a monograph, enter the number of pages in the major sequence of numbered pages, e.g., 194p. For an extract from a serial or monograph, enter the first and last pages separated by a hyphen, e.g. p.10-50.

For a collection, enter the number of physical pieces, e.g., 6v.

When pages are in various sequences, numbered or unnumbered, then count or estimate and enclose in brackets, e.g. [43]p.

Note presence of appendices, attachments, annexes, e.g. 100p + appendix.

Descriptors

Descriptors are subject and geographic keywords selected from a controlled vocabulary to describe the content of the document being cataloged. A.I.D. Missions should use the A.I.D. Thesaurus or the subjects listed in the USAID Classification Scheme for this purpose.

Project number/contract number

A.I.D. information centers may want to include any project or contract numbers relating to the preparation of the document. These numbers are usually indicated on the document cover, title page, or in the preface, although they are sometimes not cited at all. Preface each number as either "Project number ... " or "Contract number ... " to distinguish between them.

Order number

Some documents include identification or order numbers which can be used to obtain additional (or lost) copies. This number can be indicated as "Order number .... "

Type of document

A code can be used to indicate certain types of documents which are of particular interest to information center users, e.g., Project Papers, Evaluations, etc. A list of standard A.I.D. Bibliographic Type Codes is available from CDIE/DI.

Languages of text

For information centers with a large number of materials in various languages, it may be helpful to designate the languages of the text using a brief code, e.g., EN = English, FR = French, ES = Spanish, AR = Arabic, etc.

Location

This is not a shelf location, but an indication of the location of any materials cataloged by the information center and retained in another office (e.g., a project office).

The location can be entered as a code, abbreviation or full name. Each site should develop and maintain a list of its own codes or abbreviations to ensure consistency in data entry.

Notes

This part of the record can be used to record information about the document which cannot be entered in any other field, e.g., to indicate availability of the item on microfiche, or to identify a translated version of the same document which is cataloged separately and assigned a unique call number.

It can also be used to enter a short abstract.

Appendix C ISO country codes

A

Afghanistan	AF
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Antarctica	AQ
Antigua	AG
Argentina	AR
Australia	AU
Austria	AT

B

Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO
Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
British Virgin Islands	VG
Brunei	BN
Bulgaria	BG
Burma	BU
Burundi	BI
Byelorussian SSR	BY

C

Cameroon, United Republic of	CM
Canada	CA
Canton and Enderbury Islands	CT
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China	CN
Christmas Island	CX
Cocos (Keeling) Islands	CC
Colombia	CO
Comoros	KM
Congo	CG
Cook Island	CK
Costa Rica	CR
Cuba	CU
Cyprus	CY
Czechoslavakia	CS

D

Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
Dronning Maud Land	NQ

E

East Timor	TP
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Ethiopia	ET

F

Faeroe Islands	FO
Falkland Islands(Malvinas)	FK
Fiji	FJ
Finland	FI
France	FR
French Guiana	GF
French Polynesia	PF

G

Gabon	GA
Gambia	GM
German Democratic Republic	DD
Germany, Federal Republic of	DE
Ghana	GH
Gibraltar	GI
Greece	GR
Greenland	GL
Grenada	GD
Guadeloupe	GP
Guam	GU
Guatemala	GT
Guinea	GN
Guinea-Bissau	GW
Guyana	GY

H

Haiti	HT
Heard and McDonald Islands	HM
Honduras	HN
Hong Kong	HK
Hungary	HU

I

Iceland	IS
India	IN
Indonesia	ID
Iran	IR
Iraq	IQ
Ireland	IE
Israel	IL
Italy	IT
Ivory Coast	CI

J

Jamaica	JM
Japan	JP
Johnston Island	JT
Jordan	JO

K

Kampuchea, Democratic	KH
Kenya	KE
Kiribati	KI
Korea, Democratic People's Republic of	KP
Korea, Republic of	KR
Kuwait	KW

L

Lao People's Democratic Republic	LA
Lebanon	LB
Lesotho	LS
Liberia	LR
Libyan Arab Jamahiriya	LY
Liechtenstein	LI
Luxembourg	LU

M

Macau	MO
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mexico	MX
Midway Islands	MI
Monaco	MC

Mongolia	MN
Montserrat	MS
Morocco	MA
Mozambique	MZ

N

Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN
Neutral Zone (between Saudi Arabi and Iraq)	NT
New Caledonia	NC
New Zealand	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF
Norway	NO

O

Oman	OM

P

Pacific Islands (Trust Territory)	PC
Pakistan	PK
Panama	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Philippines	PH
Pitcairn Island	PN
Poland	PL
Portugal	PT
Puerto Rico	PR

Q

Qatar	QA

R

Reunion	RE
Romania	RO
Rwanda	RW

S

St. Helena	SH
St. Kitts-Nevis-Anguilla	KN
Saint Lucia	LC
St. Pierre and Miquelon	PM
Saint Vincent and the Grenadines	VC
Samoa	WS
San Marino	SM
Sao Tome and Principe	ST
Saudi Arabia	SA
Senegal	SN
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Solomon Islands	SB
Somalia	SO
South Africa	ZA
Spain	ES
Sri Lanka	LK
Sudan	SD
Suriname	SR
Svalbard and Jan Mayen Islands	SJ
Swaziland	SZ
Sweden	SE
Switzerland	CH
Syrian Arab Republic	SY

T

Taiwan, Province of China	TW
Tanzania, United Republic of	TZ
Thailand	TH
Togo	TG
Tokelau	TK
Tonga	TO
Trinidad and Tobago	TT

Tunisia	TN
Turkey	TR
Turks and Caicos Islands	TC
Tuvalu	TV

U

Uganda	UG
Ukranian SSR	UA
Union of Soviet Socialist Republics	SU
United Arab Emirates	AE
United Kingdom	GB
United States	US
United States Miscellaneous Pacific Islands	PU
United States Virgin Islands	VI
Upper Volta	HV
Uruguay	UY

V

Vanuatu	VU
Vatican City State (Holy See)	VA
Venezuela	VE
Viet Nam	VN

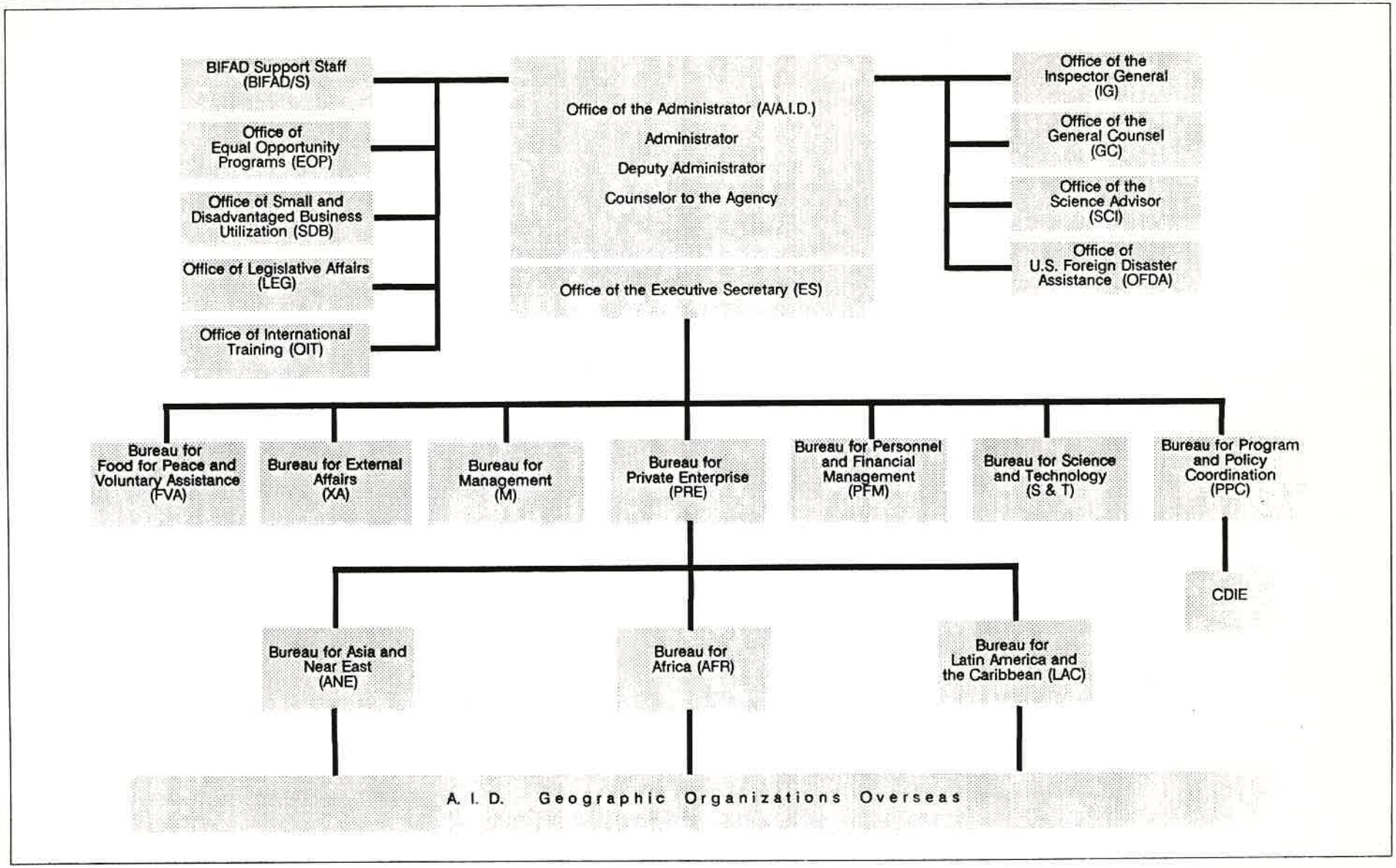
W

Wake Island	WK
Wallis and Futuna Islands	WF
Western Sahara	EH

Y

Yemen	YE
Yemen, Democratic	YD
Yugoslavia	YU

Z

Zaire	ZR
Zambia	ZM
Zimbabwe	ZW

Appendix D A.I.D. organization